



SECRETARY OF STATE

LOCAL GOVERNMENT

RECORDS MANAGEMENT GUIDELINES

SECRETARY OF STATE BILL JONES

ARCHIVES AND MUSEUM DIVISION
RECORDS MANAGEMENT

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**LOCAL GOVERNMENT
RECORDS MANAGEMENT GUIDELINES**

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LOCAL GOVERNMENT RECORDS MANAGEMENT

GUIDELINES

California Government Records Management Program

2-1000

Background

2-1010

In 1968 the Legislature passed the California Public Records Act (PRA) ([Government Code, Section 6250 et seq.](#)) which is modeled after the federal Freedom of Information Act and details what government information is, and is not, available to the public. In general, all records are open to the public except 28 specific exemption categories listed in PRA, Section 6254. The PRA applies to all records, in whatever form, maintained by either state or local public agencies.

In 1978 the Information Practices Act (IPA) ([California Civil Code, Section 1798 et seq.](#)) became effective to protect personal privacy rights for individuals. The IPA is modeled after the Federal Privacy Act of 1974 and supercedes portions of the PRA. It does not apply to local public agencies except under voluntary contractual agreements.

The State Records Management Act ([Government Code, Section 14740-14774](#)) requires the Director of the Department of General Services (DGS) to establish and administer the state's records management program. The program applies "... to the creation, utilization, maintenance, retention, preservation, and disposal of state records." DGS administers the program through the State Administrative Manual (SAM), Chapter 1600 and the California Acquisition Manual (CAM).

SAM and CAM require every state agency to establish Records Retention Schedules which, when approved, become the legal authority for the agency to dispose of official public records. Retention schedules are the key element in effective records management programs for both government and private industry. State agencies must revise and update their schedules every five years or whenever a change occurs that impacts the keeping or disposing of agency records. The Records Management Act, SAM and CAM do not apply to local public agencies.

Since, with the exception of the PRA, legislation and directives establishing the state Records Management Program **do not** apply to local government, county and/or city government agencies do not have a standardized program of accountability for their treatment of public records. Nor does local government have standard retention periods for various record categories other than certain record types identified in government codes that mandate specific local programs. To alleviate this situation the 1999 legislature added [Section 12236](#) to the Government Code, which states in Section 12236 (a) "The Secretary of State shall establish the Local Government Records

Program to be administered by the State Archives to establish guidelines for local government retention and to provide archival support to local agencies in this state.”

These guidelines are an initial attempt to provide some standards and structure to the local government records management effort. Other attempts at standardization include the California City Clerks Association’s 1998 list of common local government records and recommended retention periods. The goal of the State Archives in compliance with GC 12236 is to consolidate information resources and provide local government with a single source for archival and records management support and guidance.

Authority

2-1020

- California Public Records Act (Government Code, Section 6250 et seq.)
- Government Code, Section 12236

Definitions

2-1030

- **Active Records** – As a measure of activity for records that are referred to at least once a month per cubic foot of records. Also – As a retention period for a Perpetual Record that remains “active” until some event occurs to change its status, at which time it has fulfilled its function. (See also **Perpetual Record**)
- **Administrative Records** – Records commonly found in all offices and typically retained only for short time periods – less than five years. Examples include subject, chronological, budget, and policy files.
- **Archival Records** - Records with enduring value because they reflect significant historical events, document the history and development of an agency, or provide valuable research data.
- **Discovery** – The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists – even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by opposing attorney or the court.
- **Local Government** – Government Code, Section 6252 states: “‘Local Agency’ includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, [Section 54952](#).”

- **Non-Records** - Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents. (See also **Discovery**)
- **Permanent Records** – Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include original birth certificates, death certificates, Spanish land grants, etc.
- **Perpetual Records** – Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include office personnel files which are kept until a person leaves the office, policy files kept until the policy is changed, contract files kept until the contract terminates, etc.
- **Program Records** - Records that relate to the primary function of the agency in response to its daily mission. Examples include lien files, recorders files, election files, probate records, medical records, etc.
- **Public Records** - Any information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
- **Records** - All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by an agency, regardless of physical form or characteristics.
- **Records Retention Schedule** - A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".
- **Retention Period** – The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.

Records Management

2-2000

Principles

2-2010

According to Government Code, Section 14740, California's Records Management Program is designed to "...apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposal of state records". Effective Records Management ensures that records are kept **only** as long as they have some administrative, fiscal, or legal value.

When records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance. If that is the case the records should be preserved by an appropriate historical agency. Staff members should realize that an effective records management program is not only cost effective, it will also make their jobs easier. They should also know that records retained beyond their value "just in case" only extend the agency's legal liability in the event of adverse litigation.

These principles apply to all levels of government.

Inventory

2-2020

The first step in records management is a records inventory. Agencies need to know what records they have, where the records are kept, the volume, and how the records are used. This information is essential for developing a Records Retention Schedule to document the agencies normal course of doing business.

The Records Inventory Worksheet, state form STD 70, is available to assist agencies in gathering information needed in a records management program. Regardless of the form used, the following information should be obtained during any inventory of agency records:

- **Record Series** - A record series is a group of similar records arranged under a single filing system or kept together as a unit. They deal with a particular subject (budget, personnel, etc.), result from the same activity (arrest reports, property assessments, etc.), or have a special form (blueprints, maps, etc.). The title of each record series should be as accurate as possible, since future references to the records will be by the record series name. Avoid vague titles such as "Corporate Papers", "Official Documents", or "Vital Correspondence".
- **Media** – Determine the media for each record series such as paper, microfilm, etc. Also note if the same record exists in several medium.

- Years covered – Determine the period of years covered by each record series. (Example: 1994-98).
- Activity Level - The amount of activity involving a record determines where the record should be stored. Active records need to be readily available and are generally stored in the office because they are accessed frequently. Inactive records that are still needed but only accessed occasionally should be warehoused in low cost storage.
- Volume – Note the volume of each record series by the cubic feet of space they occupy. This number is a spot count and should represent only those records on hand at the time of inventory. A typical file drawer or archive box contains approximately one cubic foot of actual records. Folders, separators, tab cards, etc. are not considered part of a record.

Appraisal and Scheduling

2-2030

After the inventory, sound records management requires a realistic appraisal of records in relation to their period of usefulness and their value to the agency that owns them. The appraisal will:

- Establish reasonable retention periods.
- Identify records that can be destroyed immediately.
- Identify records that should be transferred to low cost storage.
- Identify vital and/or confidential records.
- Identify records with historic and/or research value.
- Determine the method of disposition.

Once records are inventoried, determine the immediate and future usefulness of the records. In general, records should be retained only as long as they serve the immediate administrative, legal and/or fiscal purposes for which they were created. When records no longer serve these purposes, they should be disposed of or preserved for archival purposes, whichever is appropriate.

Records with administrative value are created to help accomplish the functions for which an agency is responsible and have administrative value only as long as they assist the agency in performing current or future work. Their administrative use is exhausted when the transactions to which they relate are complete and from that point on they lose value rapidly.

Records with legal value contain evidence of legally enforceable rights or obligations of the agency. Examples are records that provide the basis for action, such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles and contracts; and records of action in particular cases, such as claim papers and legal dockets.

Fiscal records pertain to the financial transactions of the agency, such as budgets, ledgers, allotments, payrolls and vouchers. After some records have served a basic administrative function, they may still have sufficient fiscal value to justify additional retention to protect the agency against court action and/or audits.

Some records will also have enduring value because they reflect significant historical events or document the history and development of an agency. Others contain accumulated data that can be useful for both scientific and genealogical research. At the local level historical societies and/or public libraries may be able to assess this potential value for the agency.

The final step in appraising records is determining their retention period. Keeping records, either in offices or storage areas, is very expensive and the actual or potential value of the records must be weighed against the cost. Most managers tend to keep records too long “just in case” and unwittingly extend the agency liability for as long as the records exist. Except for perpetual records, most administrative records should only be kept two or three years and certainly not more than five. Program records (unique and representative of the function of the office) are typically large files and kept for longer periods of time. Attachment A contains recommended retention periods for common administrative records maintained by several state agencies.

Questions to ask are how serious would it be if a particular record 5 or 10 years from now were unavailable? What are the chances of it being needed? Are the consequences serious enough to justify keeping a large volume of records for long periods of time at considerable cost? Is the information available anywhere else? What would it cost to reconstruct the record if necessary? Answering these questions will lead to a more realistic approach to the problem of determining how long records should be kept.

Establishing retention periods may also involve negotiation with the people who use the records. They should be encouraged to look realistically at their need for the records. Don't accept the answer that 'the records are used all the time and therefore must be kept permanently'. “Permanent” retention is very expensive, rarely necessary, and usually must be justified by a specific written requirement such as a statute, legal opinion, government code, etc. The State assumes “permanent” to mean 500 years! Will your records really have any value 500 years from now?

Once retention periods have been established for all records, a Records Retention Schedule can be developed. The schedule formalizes the retention and disposition of the agency's records and establishes the agency's “normal course of doing business”.

Retention Schedules

2-2040

A properly prepared and approved Records Retention Schedule is an agency's legal authority to do whatever needs to be done with records and documents entrusted to the agency's care. It certifies the life, care, and disposition of all agency records. If subpoenaed records have been destroyed, agency schedules (AND EVIDENCE OF COMPLIANCE WITH THOSE SCHEDULES) will defend the agency's actions. However, to prove there was no adverse intent when records were destroyed, schedules must be specific and consistently used. Adverse intent (to keep records out of court) is both a civil and criminal offense.

The state uses two forms to create Records Retention Schedules: the Records Retention Schedule Approval Request, [STD Form 72 \(pdf\)](#); and the Records Retention Schedule, [STD Form 73 \(pdf\)](#). The Form 72 contains signature elements from the agency involved, the Records Manager, the approval authority, and an archival review. The Form 73 is the schedule itself and contains an agency description or mission statement plus the listing of all agency records. Both of these forms are for state agencies but could easily be adapted/modified for use by local government.

Use of these or similar forms help an agency ensure their schedule contains all the elements necessary to withstand legal scrutiny. The signatures of the program manager (record custodian) and agency Records Manager attest to the completeness and accuracy of the information on the schedule. The approval authority should be the government body having administrative authority over the agency. For local government this authority could be the County Board of Supervisors, County Administration, Mayor's Office, City Administrator or similar government functions. Archival review at the local level could be from a county or city historical society, historical museum, library, or similar organization.

In state government schedules are considered current for five years unless amended sooner due to a significant change in an agency's record keeping practices. A change of mission, added functions, new programs, etc. would all trigger an amendment to an existing schedule. Regardless of any amendments, a new schedule must be prepared and approved after five years to ensure the schedule accurately and completely reflects the agency's records holdings and disposition. Renewing schedules more frequently is always an option, and is required in some states. Local government agencies should adopt whatever cycle is most practical within their jurisdiction.

Physical location, complexity, and activity levels of records are some of the factors to consider when determining how many schedules are needed to support an agency's records management program. Small agencies housed in one facility with narrowly focused missions may only need one schedule for the entire agency. Larger, more complex agencies may need many schedules to efficiently and effectively document the varied records maintained by the agency. For example, County Health Services in a large populous county would probably require separate schedules for Children's Services, Mental Health, Health Promotion, Elder Care Services, etc. On the other

hand, a small county Health Services Agency might use a single schedule and list record series in groups under each different agency function.

Disposition of Records

2-2050

Once records have fulfilled their administrative, fiscal, or legal function they should be disposed of as soon as possible in accordance with their Records Retention Schedule. A properly completed schedule provides an agency with the legal authority to dispose of records entrusted to its care. Disposition may include sending appropriate records to an archival facility, recycling unneeded records, and/or destroying unneeded confidential records. Remember, in the event of litigation the court will want to know what the agency does in the normal course of doing business. Your Records Retention Schedule spells out the normal course of business for how your agency handles and disposes of its records.

In general, most agencies keep records well beyond the record's administrative, fiscal, or legal value "just in case" the records may be desired for future purposes. That is one of the worst reasons to retain records because excess records over-burden staff, slow response times to public requests, and extend the agency's legal liability. A court can not demand an agency produce documents that have been destroyed in accordance with accepted and documented (your retention schedule) industry practices.

Summary

2-2060

Records Management's primary concern is the efficient, effective and economical management of information. The guiding principle of Records Management is to insure that information is available when and where it is needed, in an organized and efficient manner, and in a well-maintained environment. Records Management is more than retention schedules and the disposition of records; records management also encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations. Records Management seeks to control and manage records through the entirety of their life cycle, from their creation to their final disposition.

In today's litigious society Records Management is more important than ever but unfortunately is still overlooked and under-funded at all levels of government. In court an astute attorney can discredit an agency in the eyes of a judge or jury by attacking the way the agency handles its records. The fact that the records may refute or support a particular position is obscured by the attack on how the agency accounts for and handles those records. The agency's legal position in the litigation may be influenced by how well or how poorly they comply with accepted records management practices.

A sound records management program doesn't cost – it pays. It pays by improving customer service, increasing staff efficiency, allocating scarce resources, and providing

a legal foundation for how an agency conducts its daily mission. It helps identify and justify opportunities for new technology. Microfilm, optical disk, optical character recognition, workflow, e-mail, bar code, and other related technologies cannot be adequately evaluated and cost justified without a good records management program. Other benefits of effective records management include:

- Space Savings
- Reduced expenditures for new filing equipment
- Increased efficiency in information retrieval
- Compliance with legal, administrative, and fiscal retention requirements
- Identification and protection of vital records
- Control over creation of new records
- Identification of records with research value
- Identification of records with historical value

Acknowledgement

2-2070

The California State Archives would like to acknowledge the League of California Cities, the City Clerks Association of California, and Tuolumne County for their major contribution to these guidelines. Attachment C represents several years of effort by the League and the Association to provide standard retention periods for record series common to most city jurisdictions. Attachment D is based on research conducted by Tuolumne County to standardize county record retention.

Please forward comments and/or corrections to these retention periods to the California State Archives.

For assistance in developing a Records Management Program or to comment on this web site please contact:

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blamb@ss.ca.gov

Administrative Records - Typical Retention Periods

| Type of Record | Years | Remarks |
|--|------------|--|
| <u>Correspondence</u> | | |
| Chron Files | 2 | |
| General/Public | 3 | |
| Controlled | 2 | |
| Reports | 3 | |
| Subject Files | 3 | |
| Reproduction/Printing Requests | 2 | |
| <u>Financial</u> | | >4/7 = 4 yrs for state funds/7 for federal funds< |
| Expense Reports | 4/7 | Or until audited, whichever is first |
| Budgets | 4/7 | Or until audited, whichever is first |
| Billing/Accounting Reports | 4/7 | Or until audited, whichever is first |
| Budget Change Proposals | 4/7 | Or until audited, whichever is first |
| Budget Change Concepts | 4/7 | Or until audited, whichever is first |
| Audits | 4/7 | |
| Invoices | 4/7 | Or until audited, whichever is first |
| Fees/Receipts | 4/7 | Or until audited, whichever is first |
| Checks/Ledgers/Registers | 4/7 | Or until audited, whichever is first |
| Cal Stars Reports | Active+1 | Active until new budget approved* |
| Cost Recovery - Federal | Active+7 | Active until claim paid then 7 or until audited, whichever is first* |
| Cost Recovery - State | Active+4 | Active until claim paid then 4 or until audited, whichever is first* |
| Grants | Active+2 | Active until end of grant year* |
| <u>Equipment/Supplies/Space</u> | | |
| Inventory | Active | Active until revised* |
| Purchase Request/Order | Active+4/7 | Active until items received(4/7 if subject to audit)* |
| Service Orders/Authorizations | Active | Active until service performed* |
| Vendor Information | Active | Active until revised* |
| Building Maintenance/Leases | Active | Active until lease terminates* |
| Inspection Reports/Moves/Space | Active | Active until revised/rescinded/superseded* |
| Equipment Maintenance | Active+2 | Active until maintenance complete* |
| Hardware/Software Documentation | Active | Active until revised/rescinded/superseded* |
| Vehicle Files | 2 | |
| <u>Personnel</u> | | |
| Duty Statements | Active | Active until revised* |

| | | |
|---|------------|--|
| Employee Records | Active+1 | Active until employee leaves/terminates. PRA 6254, IPA 1798.40, Confidential Destruction. (CD)* |
| Attendance | Active+1 | Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD.* |
| Travel | Active+1 | Active until travel complete. PRA 6254, IPA 1798.40, CD.* |
| Training | 3 | PRA 6254, IPA 1798.40, CD. |
| Applications | 2 | PRA 6254, IPA 1798.40, GC 12946, CD. |
| Interview Documents | 2 | PRA 6254, IPA 1798.40, CD. |
| Affirmative Action | Active | Active until revised* |
| Merit Awards | 3 | PRA 6254, IPA 1798.40, CD. |
| Superior Accomplishments | 3 | PRA 6254, IPA 1798.40, CD. |
| Labor Relations | 2 | |
| Production/Assignment Logs | 2 | |
| Overtime Logs | 2 | PRA 6254, IPA 1798.40, CD. |
| Action Requests/Grievances | 2 | PRA 6254, IPA 1798.40, CD. |
| Toxic Exposure Reports | Active | Active until employee leaves/terminates. PRA 6254, IPA 1798.40, CD. Transfer Rpt with employee.* |
| | | |
| <u>Policy/Procedure/Organization</u> | | |
| Policies (All) | Active | Active until revised* |
| Procedures (All) | Active | Active until revised* |
| Compliance Requirements | Active | Active until revised* |
| Organization Charts | Active | Active until revised* |
| Mission Statements | Active | Active until revised* |
| Associations | Active | Active while membership is current* |
| Meetings/Minutes/Agendas | 2 | |
| Activity Reports | 2 | |
| Studies/Statistics | 3 | |
| Feasibility Studies | 5 | |
| Request for Proposals | 3 | |
| Delegation Orders | Active | Active until revised/superseded/Revoked* |
| Conferences/Committees | 3 | |
| Contracts | Active+4/7 | Active until contract terminates/+4/7 if subject to audit* |
| Emergency Preparedness | Active | Active until revised* |
| Public Hearings | 5 | |
| Health/Safety | 3 | |
| Plans and Goals | Active | Active until revised/rescinded/superseded/Complete* |
| | | |
| <u>Records Management</u> | | |
| Records Retention Schedule | Active | Active until revised* |
| Records Transfer List (STD 71) | Active | Active until disposal of records* |
| Records Destruction Authorization | 4 | |

| | | |
|---|----------|--|
| Forms File | Active+1 | Active until revised/rescinded/superseded* |
| | | |
| <u>Legislation/Regulations/Legal</u> | | |
| Bill Analysis | 3 | PRA 6254 |
| Research Information | 3 | PRA 6254 |
| Proposed Legislation/Regulations | 4 | PRA 6254 |
| Legal Opinions | Active+1 | Active until issues resolved* |
| Law Suits/Small Claims | Active+1 | Active until litigation complete* |
| Enrolled Bill Report | 4 | PRA 6254 |
| PRA/IPA Files | 2 | |
| | | |
| <u>Public Relations</u> | | |
| Clippings | 2 | |
| Press Releases | 2 | |
| Speeches | 2 | |

* “Active” retention is for Perpetual Records that remain “active” until some event occurs. After the event occurs the records are disposed of or may require retention for an additional short period of time.

The “Remarks” section of a retention schedule also identifies records not subject to public disclosure because of code or statute, as well as any other unusual or significant characteristics about a record series. PRA refers to the California Public Records Act and IPA refers to the Information Practices Act. CD stands for Confidential Destruction.

Most administrative records are small in volume and the records retained for less than five years.

Program Records:

There are no typical retention periods for program records because they are unique to the individual office. They represent the reason the office exists and their retention is usually specified in some statute or regulation that established the office or program. A few program records may be identified for permanent retention however most will be retained for a specific number of years, or as perpetual records with an “Active” period, just like administrative records.

Most program records are large in volume and may be required much longer than administrative records. As with administrative records, program records should be retained only as long as they have some administrative, fiscal, or legal value. After that they should be disposed of in accordance with an approved Records Retention Schedule.

Records Management Resources

Many resources exist to assist you in your records management program. This list is not all-inclusive but will provide you with several contacts where you can ask questions and receive professional answers to many records management issues. All of these resources provide information free of charge and some also offer membership in the organization, which entitles you to additional benefits.

AIIM - Association for Information and Image Management International.

AIIM is the global industry association that connects the users and suppliers of document and business process management technologies and services. By focusing on the core of an effective business infrastructure in the digital age, AIIM offers invaluable assistance in the transition to e-business.

World Headquarters
1100 Wayne Avenue, Suite 1100
Silver Spring, MD 20910
1-800-477-2446
<http://www.aiim.org>

ARMA International – Association of Records Managers and Administrators.

The mission of ARMA International is to provide education, research, and networking opportunities to information professionals, to enable them to use their skills and experience to leverage the value of records, information, and knowledge as corporate assets and as contributors to organizational success.

ARMA International
4200 Somerset Dr., #215
Prairie Village, KS 66208
1-800-422-2762
<http://www.arma.org>

NAGARA – National Association of Government Archives and Records Administrators.
Nationwide association of local, state, and federal records agencies interested in improved administration of government records.

NAGARA
48 Howard Street
Albany, NY 12207
1-518-463-8644
<http://www.nagara.org>

NARA – National Archives and Records Administration

The mission is to ensure ready access to the essential evidence that documents the rights of American citizens, the actions of Federal officials, and the national experience.

National Archives and Records Administration

700 Pennsylvania Avenue, NW

Washington, D.C. 20408

1-800-234-8861

<http://www.nara.gov>

CA Secretary of State – Local Government Records

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Department of General Services

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California Records and Information Management Program

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LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

**August 1999
City Clerks' Association of California
California State Archives 2002 Version**

LOCAL GOVERNMENT RECORDS RETENTION GUIDELINES

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Disclaimer

Local Government Retention Schedule Guidelines

The guidelines as enclosed have been endorsed by resolution of the General Assembly of the League of California Cities, and by the City Clerks Association of California. They represent extensive research as to the *minimum legal requirements* for the retention of local government records and do not reflect the administrative, operational, financial or historical needs of the jurisdiction. It is strongly recommended that cities consult with legal counsel when formulating their retention schedules so as to best meet their particular needs.

The committee's research was as complete as possible and reviewed by many legal officers but may not include every record series pertinent to local government. The guidelines are just that and are fluid, very much subject to additions and updates which will be coordinated through the office of the State Archivist under the Secretary of State.

Reference to retention periods, unless otherwise indicated, refers to the current year plus the years shown. For example, Cu + 2 refers to the Current year plus two, or 1998 plus years 1997 and 1996.

RECORDS RETENTION CLASSIFICATIONS – CITY GOVERNMENT**August 1999****ADMINISTRATION**

Audit
Community Services
Elections
General Subject
Grants
Human Resources
Information Services
Legal/Legislative
Municipal Clerk
Policies & Procedures
Public Information
Public Financing Authority
Risk Management

DEVELOPMENT

Administration
Building
Code Enforcement
Engineering
Environmental Quality
Housing
Municipal Facilities
Planning
Property
Redevelopment

FINANCE

Accounting
Administrative Services
Fixed Assets
License
Payroll
Purchasing
Reports
Treasurer

PUBLIC SAFETY

Animal Control*
Emergency Management
Fire Safety
 Administration
 Personnel
 Property
 Reports
Hazardous Materials
Health & Welfare
Law Enforcement
 Administration
 Investigations
 Patrol
 Services

PUBLIC WORKS

Parks
Sanitation/Solid Waste/
 Wastewater
Streets/Alleys
Utilities
Water

TRANSPORTATION

Administration
Airport
Ground Transportation
Harbor

*Anticipate will be addressed by County Officials

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LEGEND

Records Retention

AC = Active
AU = Audit
CU = Current Year
E = Election
P = Permanent
T = Termination

AD = Adoption
CL = Closed/Completion
DOB = Date of Birth
L = Life
S = Supersede

CITATIONS

B&P – Business and Professions

H&S – Health & Safety

CAC – California Administrative Code

**HUD – Housing and Urban
Development**

CCP – Code of Civil Procedure

**OSHA – Occupational Safety & Health
Act**

CCR – Code of California Regulations

PC – Penal Code

**CEQA – California Environmental
Quality Act**

**POST – Police Officers Standards
Training**

CFR – Code of Federal Regulations

UFC – Uniform Fire Code

EC – Election Code

USC – United States Code

**FMLA – Family & Medical Leave Act,
1993**

WIC – Welfare & Institutions Code

GC – Government Code

ADMINISTRATION

| Record Series | Retention | Citation | Descriptor |
|--|-----------|-----------------------------------|---|
| AUDIT | | | |
| Annual Financial Report | CL + 2 | GC34090 | Independent auditor analysis |
| Bonds | CL + 10 | GC34090; CCP 337.5 | Final bond documentation |
| Budget | P | GC34090 | Annual operating budget approved by Legislative Body |
| Budget Operating (copies) | S | GC34090 | Departmental Reference |
| Hearing or Review | AU + 2 | GC34090; OMB A-128 | Documentation created and or received in connection with an audit hearing or review |
| Reports | AU + 4 | GC34090; OMB A-128 | Internal and/or external |
| Reviews, Internal/External Periodic | CU | GC34090; GC6250 | Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report |
| | | | |
| COMMUNITY SERVICES | | | |
| Libraries | CU + 2 | GC 34090 | Books, art, gifts, donations, exhibits, theatre, music, special events, etc. |
| Plaques | P | | Historic value |
| Sports Organization | S + 2 | | |
| | | | |
| ELECTIONS | | | |
| Affidavit Index | CL + 5 | EC 17001 | |
| Applications, Absentee Ballots and Envelopes | E + .5 | EC 17505; EC 17302 | From date of election |
| Assisted, Challenged Voters List | E + .5 | EC 17304 | From date of election |
| Ballots | E + .5 | EC 17302 | From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC 17302(c)) retention by court order |
| Ballots Prop. 218 (Assessment Districts) | P | California Constitution Art. XIII | Property related fees (Assessment Ballot proceeding) |
| Calendar | E + 2 | GC 34090 | |
| Canvass | P | GC 22932; EC 17130; EC 2653 | Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results |
| Certificates of Election | T + 4 | GC 81009(a) (d) | Certificates of election; Original reports and statements |
| Charter Amendments/ Measures | P | GC34458-60; GC34090 | Chapter designations by Secretary of State following adoption of voters |

ADMINISTRATION (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|---|----------------|--|---|
| Fair Political Practices | | | |
| Administration/ Campaign Statements and Conflict of Interest | CU + 5 | | FPPC Opinions |
| Campaign disclosure, Elected | P | GC81009(b) (g) | FPPC Filings |
| Campaign disclosure, Not Elected | E + 5 | GC81009(b) | FPPC Filings |
| Campaign disclosure - Unsuccessful (all other committees) | E + 7 | GC81009 | FPPC Filings |
| Candidate Statements | E + 4 | | Sample ballot retained permanently. |
| History | P | GC 34090 | History of elections, sample ballots, certificates of destruction, other resolutions re: elections |
| Statement of economic interest - Elected Officials | T + 7 | GC 81009(e) | FPPC Filings |
| Statement of economic interest - Not Elected | E + 5 | GC 81009(b) | FPPC Filings |
| Lobbyist Registration | P | EC 81009(b) | Statements |
| Maps, Precincts/Voter Information | E + 2 | GC 34090; EC 17501; EC 17301 | |
| Nomination Papers Successful Unsuccessful | E + 4 E + 2 | EC 17100 GC 81009(b) | |
| Notifications and Publications | E + 2 | GC 34090 | Proof of publication or posting, certification and listing of notice of posting; copy of newspaper notice and certification of offices to be voted for at forthcoming election |
| Oaths of Office | T + 6 | GC34090; 29 USC 1113 | Elected Officials |
| Petitions | .75 | EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756:8 | From date of filing or election; Initiative, referendum, recall, Charter Amendments |

ADMINISTRATION (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|--|-----------|--|--|
| Precinct Records | E + .5 | EC 17503 | From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places Includes notice of appointment of office and record of service |
| Roster (Of Voters) | E + 5 | EC 17300 | From date of election; Initiative, referendum recall, general municipal election, Charter Amendments |
| Voter Affidavits | CL + 5 | EC 17000 | |
| Voter Registration Signature Copy | CU + 5 | EC 17000 | Fire, special or school district |
| | | | |
| GENERAL SUBJECT | | | |
| Administration | P | GC 34090 | |
| Biographies | CU + 2 | GC34090 | |
| Classifications and Appointments | P | GC 34090; GC 12946; 29 CFR 516.6(2); 29 CFR 1602.4 | Includes supplemental Personnel records. Wage rate tables 2 years. |
| Correspondence/ Originating Department | CU + 2 | GC34090(d) | If not attached to agreement or project file |
| Goals & Objectives | CU + 2 | GC34090 | Departmental goals & objectives |
| Policies & Procedures, Departmental | S + 5 | GC34090(d) | Retain while current |
| Promotional Marketing | | | |
| External | CU + 7 | | |
| Internal | 2 | | |
| Reports | | | |
| Departmental | CU + 2 | GC34090 | Special/or final summary, review or evaluation |
| Staff | CU + 2 | GC34090 | Non-agenda related, includes supporting documentation |
| Special Projects | CU + 2 | GC34090 | |
| Support Services | CU + 2 | GC34090 | Reproduction; printing; postal/mailing services, other internal resources |
| Travel Records | CU + 2 | GC34090 | |
| | | | |
| GRANTS | | | |
| Community Development Block Grant and Urban Development | T + 4 | GC34090; 24 CFR 570.502 24 CFR85.42* | Applications, reports, contracts, supporting documents; *OMB Cir. A-102, A-110, A-128 |
| Federal and State | CL + 5 | GC34090 | Refer to grant application close-out procedure |
| Financial Records | CL + 5 | GC34090 | Refer to grant application close-out procedure |
| Unsuccessful | CL + 2 | GC34090 | Applications not entitled |
| | | | |

ADMINISTRATION (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|---|----------------|---|--|
| HUMAN RESOURCES | | | |
| Benefit Plan Claims | P | GC6250 et seq; OMB A-129 29 CFR 1602.30; 32; Lab Rel Sec 1174* | May include dental, disability, education, health, life and vision including dependent care and Employee Assistance *29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113 |
| Benefit Plan Enrollment, Denied | CL + 4 | GC34090; OMB A-128 | |
| Bond, Personnel Fidelity | T + 2 | GC34090 | Employee Fidelity Bonds |
| Employee Handbook | S + 2 | GC 34090 | General employee information including benefit plans |
| Employee Programs | CL + 2 | GC 34090; GC 12946 | Includes EAP and Recognition |
| Employee Rights General Employees Safety (Police) | T + 2 T + 5 | GC12946; 29 CFR 1602; 29 USC 211 (e); 203(m); 207(g) | May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions |
| Hourly Employees | T + 6 | GC12946; GC34090* | *29 CFR 1627.3, Labor Relations Section 1174 |
| Immigrant | | Immigration Reform/Control Act 1986 Pub. L 99-603 | I-9's |
| Medical Leave | CL + 30 | FMLA 1993 US OSHA; 29 CFR ; 1910.20* | May include Family leave; certifications; tests; W-4's; *29 CFR 1602.30.32; 49 CFR 193-9; |
| Motor Vehicle Pulls (DMV) | CL + 7 | GC12946, * | *CA 91009; 8 USC 1324 (a) |
| Negotiation | P | 29 USC Sections 211(c), 203(m), 207(g) | Notes, notebooks, correspondence, contracts, and Memorandums of Agreements |

ADMINISTRATION (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|--|-----------|---|---|
| Non-Safety Employees | T + 3 | Reference: 29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC 12946, 34090* | Non-safety employees may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre-employee medicals; fingerprints; identification cards (ID=s) *1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a) |
| Personnel Records (copies) | CU + 2 | GC34090; GC6250 | Attendance; evaluations; drafts; worksheets; postings |
| PERS, Social Security, SSI | P | 29 CFR 1627.3(2); GC 12946, 34090 | EEOC/ADEA |
| Recruitment | CL + 3 | Reference: GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR 1627.3 | Applications, resumes, alternate lists/logs, indices; ethnicity disclosures; examination materials; examination answer sheets, job bulletins; eligibility; electronic database |
| Reports | CU + 2 | GC34090 | Employee statistics, benefit activity; liability loss |
| Safety Employees | T + 5 | Reference: 29 CFR 16273; CCR Sec 1174; 29 CFR 1607.4; * | Police, fire, emergency employees may include; Release Authorizations; Certifications Reassignments; outside employment; commendations disciplinary actions; terminations; Oaths of Office; evaluations-pre employee medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR 1068.6(a) |
| Surveys and Studies | CU + 2 | GC 12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14 | Includes classification, wage rates |
| Training Records Non-Safety | CU + 7 | GC6250 et seq | Employee applications, volunteer program training, class training materials, internships; |
| Personnel (by name) | T + 7 | GC34090 | Paperwork documenting officers internal and external training |
| Safety | CU + 2 | GC34090 | Certifications/designations |
| Vehicle Mileage Reimbursement Rates | S + 2 | GC 34090 | Annual mileage reimbursement rates |
| | | | |

ADMINISTRATION (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|---|--|------------------------------------|---|
| INFORMATION SERVICES | | | |
| Internet, World Wide Web | S + 2 | GC34090 | Management/Policies and supporting documentation |
| Inventory, Information Systems | S + 2 | GC34090 | Hardware/Software Inventory logs; systems manuals |
| Network Information Systems (LAN/WAN) | CU + 4 | GC34090; CCP 337.2; 343 | Configuration maps and plans |
| Program Files and Directories | CU + 2 CU + (2 mos.) CU + 1 CU + .5 | GC34090; GC34090.7 | Annual backup Daily backup Monthly backup Weekly backup |
| Tapes Information Systems | CU + 2 | GC34090 | System Generation |
| LEGAL/ LEGISLATIVE | | | |
| Agendas | CU + 2 | GC34090 | Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions |
| Agenda Reports (Master, Subject Files) | CU + 2 | GC34090 (d) | Documentation received, created and/or submitted to Council |
| Appeals, Civil | CU + 3 | CCP 583.320(a)(3); GC 34090 | |
| Applications, Boards, Commissions, Committees | CL + 2 | GC34090 | Not selected |
| Applications, Boards, Commissions, Committees | T + 5 | GC34090; GC40801 | Selected |
| Articles of Incorporation | P | GC34090; CCP 337.2 | |
| Case Log | CL + 7 | CCP 337.2; 343 | From Close of cases listed; Chronological listing of cases |
| Case Records - (High Profile) | P | GC6254 | Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs |
| Case Records | CO + 7 | 42 USC s1983 | Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18) |
| Contracts and Agreements Excl. Capital Improvement | T + 5 | CCP 337.2, 343; B&P7042.5; * | Includes leases, equipment, services or supplies *PU7685; 48 CFR:2; GC53066 |
| Incl. Capital Improvement | P | 2.08.110;* | Construction *GC37090a; 4004; H&S 19850 |
| Index, Attorney Case | L | GC6254 | Including notations on activities related to case |

ADMINISTRATION (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|--|----------------|---|---|
| Legal Advertising | CU + 4 | CCP 343, 349 et seq.; GC 911.2; GC 34090 | Includes public notices, legal publications |
| Logs, Attorney Service Request | CU + 2 | GC34090 | Service request, summaries of monthly requests |
| Minutes | P | GC34090(d) ; GC36814; GC40801 | Official minutes and hearing proceedings of governing body or board, commission or committee |
| Notices, Meeting | CU + 2 | GC 34090.7, 54960.1(c)(1) | Special meetings |
| Opinions | S + 2 | GC34090; GC6254 | Confidential |
| Ordinances | P | GC34090(d) 40806 | Charter amendments; municipal code |
| Petitions | CU + 1 | GC50115; GC6253 | Submitted to legislative bodies |
| Resolutions | P | GC34090(d) 40801 | Legislative actions |
| Tapes, Audio/Video | CU + 3 mos. | GC 34090.7 | When used for minute preparation and may have historical value. |
| MUNICIPAL CLERK | | | |
| Assessment Districts | P | GC 34090 | Original documentation |
| Inventory, Records | CU + 2 | GC34090; 80 OPS Atty. Gen. 106 | Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled. |
| Municipal Code | P | GC 34090 | Supplements included |
| Public Records Request | CL + 2 | GC 34090 | |
| Records Management | CL + 2 | GC34090 | Document includes retrieval, transfers - inactive |
| Records Management Disposition Certification | P | GC34090 | Documentation of final disposition or records |
| Records Retention Schedules | S + 4 | CCP 343 | |
| POLICIES/ PROCEDURES | | | |
| General Administrative | S + 2 | GC34090; 40801 | All city policies and procedures |
| Policy, Council/ Proclamations | S + 2 | GC34090 | Policies, directives rendered by Council not assigned a resolution or ordinance number |
| PUBLIC FINANCING AUTHORITY | | | |
| Administration | P | GC 34090 | |

ADMINISTRATION (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|--|-----------|---|--|
| Financial Records | P | GC 34090, 40802, 53901 | |
| Management Reports | 2 | GC 34090 | |
| PUBLIC INFORMATION | | | |
| Brochures, publications, newsletter, bulletins | S + 2 | GC 34090 | |
| Calendar, City | CU + 2 | GC 34090 | |
| Media Relations | CU + 2 | GC 34090 | Includes cable, newspaper, radio, message boards, presentations. |
| RISK MANAGEMENT | | | |
| Accident Reports - City Assets | CL + 7 | 29 CFR 1904.2; 29,* | Reports and related records * CFR 1904.6 |
| Bonds, Insurance | P | CCP 337.2; 343 | Bonds and insurance policies insuring city property and other assets |
| Claims, Damage | CL + 5 | GC34090; GC25105.5 | Paid/Denied |
| Incident Reports | CL + 7 | 29 CFR 1904.2; 29 CFR 1904.6 | Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement) |
| Insurance, ACCEL JT Powers Agreement | P | GC34090 | (Authority California Cities Excess Liability Insurance) B Accreditation/ MOU=s/agreement/agendas |
| Insurance, Certificates | P | GC34090 | Insurance certificates filed separately from contracts, includes insurance filed by licensees |
| Insurance, Liability/Property | P | GC34090 | May include liability, property, Certificates of Participation, deferred, use of facilities |
| Insurance, Workers Compensation | P | GC6410; 29 CFR 1910.20 | Indemnity; PERS - working files - originals with Administrator |
| Photographs, Negatives, Film | CL + 2 | GC34090 | |
| Risk Management Reports | CL + 5 | OMB 1220- 0029; 29 CFR1904.4; GC 34090 | Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies |
| Workers Compensation | P | CCR 14311; 15400.2; CA Labor Code 110-139.6 | Claim Files, Reports, Incidents (working files) originals filed with Administrator |
| | | | |

DEVELOPMENT

| Record Series | Retention | Citation | Descriptor |
|--|-----------|---|---|
| ADMINISTRATION | | | |
| Benchmark Data | CU + 2 | GC34090d | Horizontal, vertical & control |
| Bids & Proposals (Unsuccessful) | CL + 2 | GC34090d | |
| Bonds | CL + 10 | CCP 337.5 | Housing; Industrial Development |
| Development Security | CL + 2 | GC34090 | Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work |
| Code Books | P | GC34090e | National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements |
| Contractor | CU + 2 | GC34090d | Current listing |
| Correspondence | CU + 2 | GC34090d | Working documentation |
| Development Conditions | L | GC34090 | Mitigation measures; filed with case files |
| Development Agreements | P | CCP337, 337.1(a), 337.15; GC34090;4 8 CFR 4.703 | Infrastructure contracts, franchises. Original maintained for 7 years. |
| Development Standards | P | GC34090a | Landscape mediums, parkway landscape development, public works construction |
| Drawings, Project Plan | CU + 2 | GC34090d | Does not include those usually filed with case or project |
| Franchises | P | GC65864, 65869.5, 34090* | Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements *CCP 337.2, 343; AC16023 |
| General Subject Files | CU + 2 | GC34090d | Internal working files including correspondence |
| Grants, Community/Urban Development (includes CDBG) | CL + 4 | 24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A- 110, Attach. C; * | Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations |
| Historic Preservation Inventory | 2 | GC34090d | Historic structures & landmarks |
| Incident Files | 2 | GC34090d | Emergency Call Outs |
| Land Uses, nonconforming | P | GC34090a | Building or site usage which does not conform to current standards |
| Logs | CU + 5 | | Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility |

DEVELOPMENT(CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|---------------------------------------|-------------|---|---|
| Maps & Plats | P | GC34090a | Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire hydrants, base maps, etc. |
| Master Plans, Annual | S + 2 | GC34090 | Special or long range program plan for municipalities – coordination of services; strategic planning |
| Permits, Construction | P | GC34090a; H&S19850; 4003; 4004 | Plans, building, signs, grading, encroachment, including blueprints and specifications |
| Permits, Other | CL + 2 | GC34090d | Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc. |
| Photographs | S + 2 | GC34090d | Aerial photographs |
| Projects, Not Completed or Denied | CL + 2 | GC34090d | Building, engineering, planning |
| Reports | CU + 2 | GC34090 | Activity, periodic |
| Seismic Retrofit Program | P | GC34090a | Includes Certificates of Compliance |
| Street Names and House Numbers | P | GC34090a | Street dedications, closings, address assignment/changes |
| Studies, Special Projects & Areas | CL + 2 | GC34090d | Engineering, joint powers, noise, transportation |
| Surveys | P | GC34090a | Recording data and maps |
| BUILDING | | | |
| Blueprints, Specifications | CL + 2 | GC34090d | Submitted by contractors with application for permit and builds for Certificate of Occupancy |
| Certificates | L | GC34090a | Compliance, elevation, occupancy which affect real property |
| Construction (Approved) | P | GC34090a; 4003; 4004; H&S 19850, 19853 | New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds |
| Inspection | CL + 2 | GC34090d | Correspondence, fees, appeal requests, reports |
| Permits | P | GC34090a; H&S 19850; 4003;4004 | Plans, building, signs, grading, encroachment permits |
| Signs (Temporary) | S + 2 | GC34090d | Home occupations, off-premise signs |
| CODE ENFORCEMENT | | | |
| Abandoned Vehicles | CL + 2 | GC34090d | |
| Case Files | CL + 2 | GC34090d | Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general |
| Liens & Releases, Supporting Recorded | CL + 2 P | GC34090 | Utilities, abatement, licenses |

DEVELOPMENT(CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|---|-----------|---|---|
| Logs | CU + 2 | GC34090d | Lien Recovery, citations, complaints |
| Regulations | S + 2 | GC34090d | Includes rules |
| Reports, Federal and State | P | GC34090a | Code enforcement statistics; may contain records affecting title to real property or liens thereon |
| Violations, Building, Property & Zoning | CL + 2 | GC34090d | Supporting code enforcement activity |
| | | | |
| ENGINEERING | | | |
| Capital Improvement Projects | CL + 10 | CC337.15 | Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc. |
| Construction Tracking, Daily | P | CC337.15 | Assesses value of real property |
| Drawings, Traffic Control Plan | P | GC34090a | Signs, signing & striping, road construction |
| Flood Control | CL + 2 | GC34090d | Storm Drains |
| Special Districts | P | GC34090a | Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction |
| Street/Alley (Abandonment/ Vacation) | CL + 2 | GC34090d | Relinquishment of rights and fee title |
| Traffic Signals | CL + 2 | GC34090d | Counts, collisions, accidents |
| | | | |
| ENVIRONMENTAL QUALITY | | | |
| Air Quality (AQMD) | CU + 7 | CCP 338(k); GC34090 | Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative |
| Asbestos | P | GC34090a | Documents abatement projects, public buildings |
| California Environmental Quality Act (CEQA) | P | GC34090a + CEQA Guidelines | Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations |
| Congestion Management | CU + 2 | GC34090d | Ride sharing, trip reduction |
| Environmental Review | CL + 2 | GC34090d | Correspondence, consultants, issues, conservation |
| Pest Control | CU + 2 | GC34090d | Pesticide applications, inspections & sampling, documents |
| Soil | CL + 2 | GC34090d | Analysis, construction recommendations |
| Soil Reports | P | GC34090d | Final Reports |
| | | | |
| HOUSING | | | |
| Bonds | CL + 4 | CCP 337 | Revenue Bond Documentation |
| Programs | CL + 3 | 24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C | Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance |

DEVELOPMENT(CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|---|------------------|---|---|
| Redevelopment Budgets | P | GC 34090, 40802, 53901 | Includes annual audit |
| Bond Issues | P | GC43900 et seq. | |
| MUNICIPAL FACILITY | | | |
| Capital Improvements, Construction | P | 2.083110; GC34090a; 4004; H&S 19850; GC34090a | Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems |
| Facility Rentals/Use | CU + 2 | GC34090 | Permits, contracts, diagrams, schedules, insurance binders |
| Maintenance & Operations | CU + 2 | GC34090d | Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal |
| PLANNING | | | |
| Case files, Planning and Zoning | P | GC34909a; H&S 19850; 4003;4004 | Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body |
| Certificates | L | GC34090 | Retain during life of structure |
| Flood Records | CU + 2 | GC34090 | |
| General Plan and Elements | P | GC34090 | Includes sphere of influence |
| General Plan Amendments Approved Denied | CL + 2 CU + 3 | GC34090 GC65103; * | * GC50110 |
| Interpretations | CU + 2 | GC34090 | |
| Maps, Plans, Drawings, Exhibits, Photos | P | GC34090; H&S 19850; GC34090.7 | Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans |
| PROPERTY | | | |
| Abandonment | P | GC34090a | Buildings, Condemnation, Demolition |
| Acquisition/Disposition Disposition | CL + 10 | GC34090a; GC6254 | Supporting documents re: sale, purchase, exchange, lease or rental of property by City |
| Annexation Case Files | P | GC34090a | Reports, agreements, public notices |
| Appraisals | CL + 2 | GC34090; GC6254(h) | Exempt until final acquisition or contract agreement obtained |
| Deeds & Promissory Notes | P | GC34090a * | * 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110 |
| Maps, City Boundary | P | GC34090d | Recorded maps, surveys, monuments |
| Lot Split Cases | P | GC34090 | |
| Relocation Files | CL + 2 | GC34090 | e.g., Redevelopment |

FINANCE

| Record Series | Retention | Citation | Descriptor |
|-------------------------------------|-----------|-----------------------------|--|
| ACCOUNTING | | | |
| Accounts Payable | AU + 4 | GC34090 | Invoices, check copies, supporting documents |
| Accounts Receivable | AU + 4 | GC 34090 | |
| Applications | CL + 2 | GC34090 | Utility connections, disconnects, registers, service |
| Assessment Districts | P | GC 34090 | Collection information; Original documentation files with municipal clerk |
| Bank Reconciliation | AU + 5 | GC34090; 26 CFR 16001-1 | Statements, summaries for receipts, disbursements & reconciliation |
| Billing Records | AU + 2 | GC34090 | Customer name, service address, meter reading, usage, payments, applications/cancellations |
| Budget | AU + 2 | GC 34090 | |
| Budget adjustments, journal entries | AU + 2 | GC34090 | Account transfers |
| Checks | AU + 5 | GC34090; CCP 337 | Includes payroll, canceled & voided checks |
| Deposits, Receipts | AU + 4 | GC 34090; CCP 337 | Checks, coins, currency |
| Invoices | AU + 2 | GC34090 | Copies sent for fees owed, billing, related documents |
| Journals | | | |
| Utility Billing | CU + 2 | GC34090 | Billing including monthly activity |
| Ledger, General | P | GC34090; * | * CCP 337 |
| Voucher | AU + 4 | GC34090; CCP 337 | Account postings with supporting documents |
| Taxes, Receivable | AU + 3 | CCP338 | |
| Warrant Register | AU + 2 | GC 34090.7 | |
| | | | |
| ADMINISTRATIVE SERVICES | | | |
| Budget Operating (copies) | S | GC34090 | Departmental Reference |
| Budget, Proposed | CU + 2 | GC34090 | Presented to Council |
| Adopted | P | GC 34090 | |
| | | | |
| FIXED ASSETS | | | |
| Inventory | AU + 4 | GC34090; 26 CFR 301 65-1(F) | Reflects purchase date, cost, account number |
| Surplus Property | | | |
| Auction | AU + 2 | GC34090 | Listing of property |
| Disposal | AU + 4 | GC34090; CCP 337 | Sealed bid sales of equipment |
| Vehicle Ownership & Title | L | VC 9900 et seq. | Title transfers when vehicle sold |
| | | | |
| LICENSE | | | |
| Business | T + 4 | GC34090; CCP 337 | Paid & reports |
| | | | |

FINANCE (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|--|----------------------------|---|---|
| PAYROLL | | | |
| Adjustments | AU + 4 | GC 34090 29 CFR 516.5 – 516.6 | Audit purposes |
| Employee Time Sheets | AU + 6 | GC34090; 29 CFR 516.2* | Signed by employee for audit & FEMA Reports *20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530; LC 1174(d) |
| PERS Employee Deduction Reports | T + 4 | GC34090; CAC 22- 1085-2 | Record of deductions (<i>PERS Public Employee Retirement System</i>) *26CFR 31.6001-1;29 CFR 516.5, 516.6, LC 1174(d) |
| Register | P | GC34090; GC37207 | Labor costs by employee & program |
| Salary Records | T + 3 | GC34090; 29 CFR 516.2 | Deduction authorization, beneficiary designations, unemployment claims, garnishments |
| | | | |
| PURCHASING | | | |
| Bids, RFQ's, RFP's Successful Unsuccessful | AU + 4 AU + 5 CU + 2 | GC34090; CCP 337; * | Requests for Qualifications; Requests for Proposals regarding goods and services * GC 25105-1; GC 34090 |
| Requisitions | | | |
| Purchase Orders | AU + 4 | GC34090; CCP 337 | Original documents |
| Stores | CU + 2 | GC34090 | Completed forms for ordering |
| Vendor Register | P | GC34090 | Alpha vendor listing of purchase orders, invoices, account numbers and check date |
| | | | |
| REPORTS | | | |
| Audits | P | GC 34090 | |
| Deferred Compensation | T + 5 | GC34090; 26 CFR 16001- 1* | Records of employee contributions and city payments *29 CFR 1627.3(2) |
| Federal and State Tax | AU + 4 | GC34090; 29USC 436 * | Forms 1096, 1099, W-4's and W-2's *26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T 19530;29 CFR 516.5-516.6 |
| Financial, Annual | AU + 7 | GC 34090.7 | |
| Investment Transactions | P | GC34090; CCP 337; GC 53607 | Summary of transactions, inventory & earnings report |
| Labor Distribution | AU + 2 | GC34090 | Costs by employee & program |
| Meter Reading | CU + 2 | GC34090 | |
| State Controller | P | GC34090 | Controller may destroy after 5 years |
| Utility Rebates | CU + 2 | GC34090 | |
| | | | |
| TREASURER | | | |
| Bank Statements | AU + 2 | FC 3368, 30210; GC 43900 et seq. | Financing authority |

FINANCE (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|--------------------|-----------|-----------------------|------------------------------------|
| | | | |
| Bonds | | | |
| Account Statements | CL + 10 | GC34090; CCP 337.5 | Monthly statement of transactions. |
| Administration | CL + 10 | GC34090; CCP 337.5 | Supporting documents |
| Bonds and Coupons | CL + 2 | GC34090; 53921 | Paid/canceled |

PUBLIC SAFETY

| Record Series | Retention | Citation | Descriptor |
|-------------------------------------|-----------|------------------------|---|
| EMERGENCY MANAGEMENT | | | |
| Mutual Aid, Strategic Plans | S + 2 | GC34090 | |
| FIRE SAFETY ADMINISTRATION | | | |
| Books, Fire Code | S + 3 | GC34090.7 CCP 340.5 | Include OPS manuals |
| General Orders, Policies/Procedures | S + 2 | | |
| Inspections, Fire Prevention | CL + 3 | UFC 103.34 | Alarm/sprinkler systems, prevention efforts |
| Investigations, Evidence Arson | P | PC 799 | Support prosecution resulting in homicide |
| Investigations, Evidence Arson | CL + 6 | PC 800 | Great bodily harm, inhabited structure or property |
| Journals, Fire Station | CU + 2 | GC34090 | Activities, personnel, engine company |
| Permits, Uniform Fire Code | CL + 2 | GC34090 | |
| PERSONNEL | | | |
| Exposure | T + 30 | 29 CFR 1910.1020 | Sampling results, collection methodology, background |
| Exposure | T + 1 | 29 CFR 1910.1020 | Laboratory reports and worksheets |
| Medical | T + 30 | 29 CFR 1910.1020 | |
| Medical | T + 2 | 29 CFR 1910.1020; * | Employees less than one year *GC34090 |
| Training | T + 2 | GC34090 | Certifications/designations |
| PROPERTY | | | |
| Apparatus/Vehicle | CU + 2 | GC34090 CCP 340.5 * | Repair and Maintenance *8 CAL Code Reg. 3203 (b) (1) |
| Inventory, Equipment & Supplies | CU + 2 | GC34090 | |
| Logs, Fire Equipment/Gear | CU + 2 | GC34090 | |
| REPORTS | | | |
| Incident | CL + 3 | GC34090 CCP338 * | Dispatch and daily logs *CCP 340.5 |
| Field, Non-fire and Logs | CU + 2 | GC34090 | |
| Fire, Non-arson and Logs | CU + 2 | GC34090 | |

PUBLIC SAFETY (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|--|-------------|--|---|
| Investigations, Evidence Arson | CL + 3 | PC 801; UFC 104.32 | Structure |
| Weed Abatement | CL + 2 | GC34090 | Reports, assessments, resolutions, documentation |
| HAZARDOUS MATERIALS | | | |
| Hazardous Waste Disposal | CU + 10 | CAL OSHA; 40 CFR 122.21 | Documentation re handling and disposal of hazardous waste |
| Permits, Hazardous Materials Storage | CU + 2 | GC34090 | Departments consistently recommend permanent retention of environmentally sensitive materials. |
| Programs, Household Hazardous Waste | S + 2 | GC34090 | |
| Training Materials | S + 2 | Cal Code * | Standards and Administration *Reg. 3204(d), et seq. |
| Underground Storage Tank Compliance Maintenance & Operation. | P CU + 2 | GC34090a GC34090 | Documents re: storage Location, installation, removal, remediation |
| LAW ENFORCEMENT ADMINISTRATION | | | |
| Accounting/Cash Reconciliation | CU + 2 | GC34090 | |
| Alarm Records | CU + 2 | GC34090 | |
| Claim Files | CL + 6 | PC 832.5 | Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens |
| Department Manual | S | | Changes to manual are recorded in the General Orders (permanent) |
| Equipment Communication | T + 2 | GC34090 | Retained until termination of equipment use; Manuals, instructions, procedures |
| Inventory | S + 2 | GC34090 | Listing of equipment assigned to division, to whom it is assigned |
| Reports Activity | CU + 2 | GC34090 | Weekly/monthly/quarterly/ annual activity/statistical reports by division. Retain only one form for retention period |
| Chemical Emissions | CU + 2 | GC34090 | |
| Survey Response Files | CU + 2 | GC34090 | Surveys, responses, correspondence with other agencies requesting statistical data |
| INVESTIGATIONS | | | |
| Administrative/Internal | CL + 5 | PC 832.5 EVC 1045 GC 12946 PC 801.5; 803(c) VC 2547 | Initiated by citizens complaints or internally initiated; includes complaint, reports, findings |

PUBLIC SAFETY (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|--|-----------|--|---|
| Asset Forfeiture | CL + 2 | GC34090 | |
| Investigations/ Proceedings/ Case File | | | |
| Notifications | CU + 2 | GC34090 | To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file. |
| Case Books, Investigative | CL + 2 | GC34090 | Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file |
| Case Files Homicide Investigator's File | P | PC 799 | |
| Narcotics (No arrest, Narcotics Cases) | CL + 2 | GC34090 | Retained by division until no longer useful for investigative purposes |
| Officer Involved Shootings | CL + 25 | GC34090 | |
| Court Daily Schedule | CU + 1 | GC34090.7 | Printouts of daily court scheduling |
| Sign-In Logs | CU + 2 | GC34090 | Logs officers' names, time in/out for court appearances |
| Tracking System Records | CU + 2 | GC34090 | Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition |
| Evidence, Disposition Forms | | | Attach to duplicate Property Report, file w/DR in Records Division |
| Fingerprint Applicants Files | T + 2 | GC34090 | Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants |
| Inked/Palm Cards | AC + 20 | | Persons booked into detention facility; (Copies distributed to county, state, federal agencies) |
| Records Latents | | Approp. PC Section | 1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized |
| Suspect, Adult/Juvenile | CL | Law Enforcement Management Guide by POST | Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved |
| Guns, Dealers Record of Sale | CU + 6 | PC 12070 | Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File) |
| Informant Files | T + 10 | | Legal notifications, identification information, payment information, activities information |

PUBLIC SAFETY (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|-----------------------------|----------------|------------------------|---|
| | | | |
| Record Series | Retention | Citation | Descriptor |
| | | | |
| Jail | CU + 6 | GC34090 | Daily report of staffing, bookings/releases, transfers, transportation |
| Daily Logs | | | |
| Inmate Record | | | Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California) |
| Inspection Files | CL + 6 | | Inspections by various agencies |
| Surveys | CL + 2 | GC34090 | Prepared quarterly, forwarded to State Board of Corrections |
| Licenses | CU + 2 | GC34090 | |
| Bicycle | | | |
| Bingo, Mace | CU + 2 | GC34090 | |
| Business | T + 1 | GC34090 | |
| License Review Board | | | |
| Administrative Files | | | |
| Duplicate (Pink), | CU + 2 | GC34090 | Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency |
| Secondhand | | | |
| Dealer, | | | |
| Pawn Brokers | | | |
| Logs | S | | |
| Auto Theft | | | |
| Case | CU + 1 | | |
| Assignment | | | |
| Daily | CU + 2 | GC34090 | |
| Activity | | | |
| Officer | CU + 2 | GC34090 | Daily activity of incidents not reported by use of official report |
| Report | CU + 2 | GC34090 | Report numbers, type, names, dates retained for research value |
| Summary | | | |
| Investigative | CL + 10 | GC34090 | Retained by division until cases are suspended and closed |
| (Pre-Arrest) | | | |
| Juvenile | CU + 2 | GC34090 | Logs document juvenile processing per CYA |
| Detention | | | |
| Property | CU + 2 | GC34090 | Logs items coming into and going out of property room |
| Control | | | |
| Rap Sheet | CL + 2 | GC34090 | Requests for criminal history |
| Subpoena | CU + 2 | GC34090 | Subpoenas received/served daily |
| Pawn Slips/Tickets | CU + 3 | B & P 21628 | |
| Photographs | | | Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association. |
| Daily Report | T | GC34090 | Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed |
| (Negatives) | | | |
| Inmates | CU + 20 | | By Prisoner number |
| (Negatives) | | | |

PUBLIC SAFETY (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|---|--|--------------------|--|
| Registration Files, Arson, Sex and Narcotics | Life of registrant within juris- diction | | Fingerprint Card, photo, information also forwarded to DOJ |
| Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996) | 2 (Man- datory destruc- tion from date of convic-tion or date of arrest with no convic- tion) | H&S 11361.5 | Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5 |
| Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996) | Man-datory Destruc- tion (Upon notice from Depart- ment of Justice) | H&S 11361.5 (c) | Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550 |
| Crime Felony Crimes With Or Without Arrests | See descriptor | PC 800 PC 801 | Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention. |
| Misdemeanor/ Infractions | CL + 2 | GC34090 | No arrests, identifiable property or missing persons (See: Note 1) |
| Supplemental Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment | P | PC 799 | No statutory limitation for prosecution. Includes Murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death |
| Destruction Guns | P | | |
| Narcotics | P | | |
| Disposition of Arrest/Court Action | | | Retention determined by action taken; i.e., recordable arrest or detention (released no arrest) |
| False Alarm (Duplicate) | CU + 2 | GC34090 | |
| Non-Criminal Occurrences | CU + 2 | GC34090 | Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges |

PUBLIC SAFETY (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|---|---|----------|---|
| Property Original | Until case is adjudicated/ disposition determined | | Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST) |
| Range Inventory | S + 2 | GC34090 | Quarterly reports of inventories of weapons and ammunition held by Department Range |
| Reports | CU + 2 | GC34090 | Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI - DOJ; Uniform Crime Reports |
| Statistical (Crime Analysis) | CU + 2 | GC34090 | Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage |
| Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Known to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting. | CU + 2 | GC34090 | Originals sent to FBI, DOJ |
| Research Project Files | CL + 2 | GC34090 | May include request forms, background materials, staff reports, final project reports and supporting data |

PUBLIC SAFETY (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|--|---|--|---|
| Sealed Adult Found Factually Innocent | Manda-tory Destruc-tion Upon and Pursu- ant to Court Order | PC 851.8 | General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions. |
| Juvenile | Manda-tory Destruc-tion upon and pursu- ant to court order | WIC 826 (a) & (b) WIC 781 (a) | Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court |
| Subpoenas (Duplicate) | CU + 2 | GC34090 | |
| Tapes Audio, Telephone and Radio Communications | CU + 180 days | GC34090.6 | Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action |
| Surveillance/Se curity Video (Jail) | CU + 13 mos. | GC34090.6 | |
| Use of Force Supervisory Review Files | CU + 2 | GC34090 | Includes review forms, arrest report copies, logs |
| Warrants Felony | Recall after 10 years. Excep-tion: Murder/ Escape | | Recommended by the California Law Enforcement Warrant Officer's Association |
| Misdemeanor Criminal | Recall after 5 years | | Recommended by the California Law Enforcement Warrant Officer's Association |
| Served | CU | | Includes Warrant Service Information Card, alpha index card |
| Unserved (Local) | Until served, recalled or purged | | |
| PATROL | | | |
| Cards | CU + 2 | GC34090 | |
| Dispatch | | | |
| Field Interview | CL + 2 | GC34090 | |
| Citations 11357(e), Juvenile | CL + 2 | 11361.5 H&S | |
| 11357b H&S, 11357c H&S, 11360b H&S Violations | CL + 2 | 11361.5 H&S* | *CA Admin Code, Chapter 1, Title II, Sec. 708 |
| Cite and Release | CL + 2 | GC34090 | |

PUBLIC SAFETY (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|--|----------------------|-----------|---|
| California Vehicle Code Infractions (Duplicates) | CU + 90 days | GC34090 | Original is forwarded to court. |
| Parking/Traffic, Duplicates | CU + 2 | GC34090.7 | Originals are forwarded to court after agency processing; includes citations electronically created |
| Transmittals | CU + 2 | GC34090 | Listing of citations forwarded to court, filed for reference |
| Equipment Radio Logs (Communication) | CU + 2 | GC34090 | Documents problems, malfunctions, resolution to provide equipment performance history |
| General Orders | P | | |
| Patrol Requests (Correspondence) | CU + 2 | GC34090 | From citizens for patrol presence |
| Radar Calibration Records | T + 2 | GC34090 | Documentation of Radar instruments retained during use/ownership |
| Reports Accident | CL + 2 | GC34090 | Non-Jury |
| Traffic Collision Fatalities | P | | |
| Vehicle Assignment Reports | S | | Record of assignments |
| Down Reports | CU + 1 | | Printouts reporting which vehicles are down for repair, maintenance, etc. |
| Repossession/Private Impounds | CU + 2 | GC34090 | |
| Service Schedules | S | GC34090 | |
| Vests, Bulletproof Letters | CU + 2 | GC34090 | Authorization to purchase |
| Warrants Parking | Recall after 1 year | | Recommended by the California Law Enforcement Warrant Officer's Association |
| Traffic | Recall after 5 years | | Recommended by the California Law Enforcement Warrant Officer's Association |
| Weapons, Database | P | | Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports |
| | | | |
| SERVICES | | | |
| Chemicals/Film Inventories | S | | |
| Equipment Inventory/Sign-out Lab | T | | |
| Operations Files - Photo Lab | T | | Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment |

PUBLIC SAFETY (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|--|---------------------------|-----------|---|
| Grievance Files | CL + 2 | GC34090 | Grievance filed by employees, supporting documentation |
| Investigations, Background | CL + 2 | GC34090 | Non hired |
| Background Hired | P | | Include original reports re: PC 832.5 investigations |
| Parades & Special Events File | CL + 2 | GC34090 | Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation |
| Permits Alcoholic Beverage Control License | L + 2 | GC34090 | Approval process |
| Concealed Weapons | CL + 2 | GC34090 | |
| Photographs Personnel | S + 2 | GC34090 | |
| Negative Log | CU + 2 | GC34090 | |
| Negatives, Misc. | CU + 2 | GC34090 | Not case-related (Public relations, promotions, events, ceremonies, staff photos) |
| Press Releases | CU + 2 | GC34090 | |
| Press, Video Programs (Community Relations) | CU + 2 | GC34090 | Collection of videos of programs and events; outside press coverage of department |
| Property Files | CU + 2 | GC34090 | Original reports and supplemental documentation (Lost, Found, Safekeeping) |
| Property, Pawn Broker/Secondhand | CU + 2 | GC34090 | Sales, slips. Dealer required to file duplicate with agency |
| Reports Dealer of Gun Sales, Duplicate | CU + 6 mos. | GC34090.7 | Original maintained by DOJ. Dealer required to file duplicate with agency |
| Restraining Orders, Emergency Protective Orders, Temporary Restraining Orders, Legal Stipulations, Orders After Hearing | CU (See descriptor) | | Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired. |
| Rosters (Divisional) | S + 2 | GC34090 | Personnel assigned to division. |
| Schedules Daily | CU + 2 | GC34090 | Schedules of Officers on duty |
| Watch Assignment/ Timekeeping Records | CU + 2 | GC34090 | |
| Speaker Requests | CU + 2 | GC34090 | Community and business requests for public appearances, speakers |
| Tests, Densitometer Results (Photo Lab) | T + 2 | GC34090 | Daily tests of development chemicals/processes for quality control. |

PUBLIC SAFETY (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|----------------------|-----------|----------|--|
| | | | |
| Training Bulletins | P | | |
| Event Files | CU + 2 | GC34090 | Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents |
| Lesson Plans, Range | CL + 15 | | Scope, content, time period of courses |
| Personnel (by name) | T + 7 | GC34090 | Paperwork documenting officers' internal and external training |
| Schedules, Range | CU + 2 | GC34090 | Daily, weekly, monthly schedules of training events at range |
| Volunteer Card Files | T + 2 | GC34090 | Volunteers' identification, contact information |

Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing:

1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;
2. They do not relate to unserved warrants;
3. They do not involve identifiable items which have not been recovered;
4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants;
5. They do not relate to violations listed in PC Sections 799 and 800;
6. The cases are not presently involved in either a civil or criminal litigation.

PUBLIC WORKS

| Record Series | Retention | Citation | Descriptor |
|--|-----------|---------------|---|
| PARKS | | | |
| Agendas, Board | CU + 2 | GC34090 | |
| Grants (<i>refer to Admin.</i>) | | | |
| Inventory, Equipment | AU + 2 | GC34090 | Warranties, purchase orders |
| Landscape | CU + 2 | GC34090 | Drawings, contracts, complaints, specifications, photos, reports |
| Maintenance/ Operations | C + 2 | GC34090 | Includes work orders, inspection, repairs, cleaning, reports, complaints |
| Maps | P | GC34090 | Irrigation, plot plans |
| Minutes, Board | P | GC34090 | |
| Photographs | S + 2 | GC34090 | |
| Plans, Proposed | CU + 2 | GC34090 | Future plans, new sites, expansions |
| Policies and Procedures | S + 2 | GC34090 | Includes rules and regulations |
| Railroad Right-of-way | CL + 3 | 36 CFR 64.11 | Land acquisitions, correspondence, improvements, statutory records |
| Reports | | | |
| Accident | CL + 2 | GC34090 | Patrons, employees |
| Others | CL + 2 | GC34090 | |
| Studies | CL + 2 | GC34090 | Future sites, expansions |
| Resolutions, Board | P | GC34090 | |
| Schedules, Class & Events | CU + 2 | GC34090 | Enrollment, liability releases, evaluations, attendance, flyers |
| | | | |
| SANITATION/ SOLID WASTE/ WASTEWATER | | | |
| Collections/Landfill | CU + 2 | GC34090 | Daily records, usage |
| Facilities | CU + 2 | GC34090 | Correspondence, maps, patron list |
| History, Sanitation | P | GC34090 | Where City-owned |
| Incineration Plants, Sludge | CU + 2 | 40 CFR 61.54 | Sludge, sampling, charging rate to measure mercury content |
| Incinerator Operations, Treatment Plant | CU + 2 | 40 CFR 60.153 | Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids |
| Maintenance and Operations | CU + 2 | GC34090 | Includes work orders, inspection, repairs, cleaning, reports, complaints |
| Maps, Septic Tank | P | GC34090 | Location maps |
| Rates | CU + 2 | GC34090 | |
| Recycling Programs | S + 2 | GC34090 | |
| Regulations | S + 2 | GC34090 | Includes legislation |
| Reports | | | |
| Studies | CL + 2 | GC34090 | |
| Tonnage | CU + 2 | GC34090 | |

PUBLIC WORKS (CONTINUES)

| Record Series | Retention | Citation | Descriptor |
|--|-----------|----------|--|
| STREETS/ALLEYS | | | |
| Abandonment/ Vacations | P | GC34090 | |
| Closures | P | GC34090 | |
| Easements, Dedications, Rights-of- Way | P | GC34090 | |
| Field Books | P | GC34090 | |
| Grants (see <i>Admin.</i>) | | | |
| Intersection Records | CU + 2 | GC34090 | Includes correspondence, volume counts, accident history |
| Inventory, Traffic Control Device | S + 2 | GC34090 | Signs, lights |
| Landscaping | CU + 2 | GC34090 | Plants, tree maintenance, work orders |
| Lighting | CU + 2 | GC34090 | Maintenance, work orders |
| Maintenance/ Operations | CU + 2 | GC34090 | Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping |
| Maps | P | GC34090 | Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers |
| Master Plans | CU + 2 | GC34090 | Copies |
| Parking | | | |
| Lots | CU + 2 | GC34090 | |
| Regulations | S + 2 | GC34090 | |
| Reports/Studies | CL + 2 | GC34090 | |
| Permits | | | |
| Encroachment | P | GC34090 | |
| Improvement | CL + 2 | GC34090 | May include curbs, sidewalks; Applications for excavation, fill, alterations |
| Oversize Load | CL + 2 | GC34090 | |
| Parking | CL + 2 | GC34090 | Residential |
| Paving | CL + 2 | GC34090 | |
| Use (Temporary) | CU + 2 | GC34090 | Includes Special Events |
| Photographs | S + 2 | GC34090 | Includes aerials |
| Plans, Capital Improvement, Projects | P | GC34090 | Streets, curbs, gutters, sidewalks, storm drains |
| Policies and Procedures | S + 2 | GC34090 | Includes rules, regulations, standards |
| Naming and numbering | P | GC34090 | |

PUBLIC WORKS (CONTINUES)

| Record Series | Retention | Citation | Descriptor |
|----------------------------|-----------|----------------------|---|
| Speed Limits | S + 2 | GC34090 | |
| Programs | | | |
| Federal Aid Urban | CL + | 23 CFR 633 (a) & (c) | |
| Traffic Safety | S + 2 | GC34090 | Drivers Education, Pedestrian Safety, Bicycle Lanes |
| Reports | | | |
| Bridges & Overpasses | L | GC34090 | Life of structure |
| Inspection | CU + 2 | GC34090 | Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure |
| Studies | CL + 2 | GC34090 | Traffic volume, accident history, requests, statistics, drawings supporting traffic devices |
| Traffic Count | CL + 2 | GC34090 | Evaluation of traffic volume |
| Vehicle Accident | CL + 2 | GC34090 | |
| Routes, School Bus & Truck | S + 2 | GC34090 | Truck routes, access ramps, rest areas |
| Signage | L + 2 | GC34090 | Log books, index register cards, inventory lists, records of traffic signs |
| Traffic Signals | L | | Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance. |
| Weigh Scales | S + 2 | GC34090 | |
| | | | |
| UTILITIES | | | |
| Facilities | T + 2 | GC34090 | If city owned |
| Gas & Electric Rates | S + 2 | GC34090 | |
| Underground | P | GC34090 | GC4003, GC4004; H&S 19850 |
| | | | |
| WATER | | | |
| Billing/Customer Records | CU + 2 | GC34090 | Billings, correspondence, complaints |
| Connection Records | P | GC34090 | Maps, water line connections |
| Flood Control | | | |
| Drainage Facilities | P | GC34090 | Includes dams, lakes, basins, creeks |
| Flood Zones | P | GC34090 | Includes flood maps |
| Insurance Programs | S + 2 | GC34090 | Includes copies of policies, rules, programs |

PUBLIC WORKS (CONTINUES)

| Record Series | Retention | Citation | Descriptor |
|---|-----------|------------------|---|
| | | | |
| Policies/ Procedures | S + 2 | GC34090 | Rules and Regulations |
| Reports/ Studies | CL + 2 | GC34090 | |
| Grants (see <i>Admin.</i>) | | | |
| Inventory, Equipment | CU + 2 | GC34090 | |
| Locations | P | GC34090 | Mains, valves, hydrants, wells |
| Maintenance and Operations | CU + 2 | GC34090 | Includes work orders, inspection, repairs, cleaning, reports, complaints |
| Service | CU + 2 | GC34090 | Includes work orders, entry cards, manholes, service to property owners |
| Well & Pumping | CU + 2 | GC34090 | Times operational, power used and quantity |
| Maps | P | GC34090 | Line location; easements |
| Master Plans | CU + 2 | GC34090 | Copies |
| Meter Operations | CU + 2 | GC34090 | Reader reports, orders, tests Maintenance Reports |
| Permits | | | |
| National Pollutant Discharge Elimination System NPDES) | P | 40 CFR 122.28 | Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants |
| Others | CU + 2 | GC34090 | May depend on terms of state or federal agency |
| Policies and Procedures | S + 2 | GC34090 | Includes rules and regulations |
| Rates | S + 2 | GC34090 | |
| Reclamation | CU + 5 | 40 CFR 122.41 | Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc. |
| Reports | | | |
| Conservation | CU + 2 | GC34090 | |
| Consumption | CU + 2 | GC34090 | |
| Corrosion Control | CU + 12 | 40 CFR 141.91 | Compliance documentation |
| Discharge Monitoring | CU + 5 | 40 CFR 122.41 | Average amount of pollution discharged into waters of municipality. |
| Drinking Water Corrections | CU + 10 | 40 CFR 141.33 | |
| Hydrograph | P | GC34090 | Daily flow of streams |
| Lead Service Line | CU + 12 | 40 CFR 141.91 | Compliance documentation |

PUBLIC WORKS (CONTINUES)

| Record Series | Retention | Citation | Descriptor |
|---------------------------------------|------------------|----------------------|---|
| | | | |
| Public Education | CU + 12 | 40 CFR 141.91 | Compliance documentation |
| Quality Parameters | CU + 12 | 40 CFR 141.91 | Compliance documentation |
| Sanitary Surveys | CU + 10 | 40 CFR 141.33 | Statistics, reports, correspondence |
| Source Water | CU + 12 | 40 CFR 141.91 | Compliance documentation, e.g. lead & copper |
| State Certification | CU + 12 | 40 CFR 141.91 | Compliance documentation |
| Variances, Water System | CU + 5 | 40 CFR 141.33 | |
| Well Level | CU + 2 | GC34090 | |
| Sources | CU + 2 | GC34090 | May include wells, rivers, lakes, districts |
| Surveyor Field Notes | P | GC34090 | Notes preparatory to maps of water installations |
| Surveys, Water System Sanitary | CU + 10 | 40 CFR 141.33 | Statistics, reports, correspondence |
| Tests | | | |
| Bacteriological Analysis | CU + 5 | 40 CFR 141.33 | Compliance records include location, date, method and results; corrections, analysis of bacterial content |
| Chemical Analysis | CU + 10 | 40 CFR 141.33 | Compliance records include location, date, method used and results; corrections, analysis of chemical content |
| Quality | CU + 12 | 40 CFR 141.91 | Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc. |
| Valve Main Records | P | GC34090 | |
| Violations, Drinking Water | CU + 3 | 40 CFR 141.33 | Retention applies to each violation |

TRANSPORTATION

| Record Series | Retention | Citation | Descriptor |
|---|-----------|--|--|
| ADMINISTRATION | | | |
| Agreements | T + 4 | CCP 337 | Including concessionaire, slip rental, facility storage |
| Applications Aircraft Storage Parking Slip Rentals | T + 2 | GC34090 | Payment invoices, inventory listings, billing correspondence and other related documents |
| Special Events | CU + 2 | GC34090 | Permits, correspondence, related documents re use of rights of way |
| Fueling | AU + 3 | CCP 337 | Meter readings, fuel consumption reports, invoices, receipts and records pertaining to refueling operations |
| Hazardous Waste Disposal | CU + 10 | CAL OSHA; 40 CFR 122.21 | Documentation re: the handling and disposal of hazardous waste |
| Inventory, Equipment Parts & Supplies | L + 2 | | Includes vehicles, aircraft, vessels and related documents re repairs |
| Inventory, Vehicle Ownership and Title | L + 2 | | Owner s manual, warranty documents, Department of Motor Vehicle title and registration, and related documents |
| Licenses, Permits | CU + 2 | | Forms, related documentation re: licenses and permits required by federal and state agencies |
| Maintenance/ Operations | L + 2 | GC34090 | Related to requests for service and work orders for fuel, vehicle and equipment maintenance and repairs |
| Report, Accident (Copies) | CU + 2 | GC34090 | Memos and working documents |
| Vehicle Assignment | CU + 2 | GC34090 | Log books, request forms, lists |
| | | | |
| AIRPORT | | | |
| Airport Certification | P | 14 CFR 139.207b & 171.13- 171.213 | Federal Aviation Administration (FAA) required manuals |
| Airport Noise Monitoring and Complaint | CU + 10 | | Correspondence, studies, memos, reports, log books, documents related to assessment of noise levels at airports and resolution of complaints |
| Inspection, Runway | CU + 10 | | Maintenance including Inspection reports, work orders and related records |
| Inspection, Safety Self | CU + 2 | CFR 139.327 | Safety inspection and related document include reviews and analysis of all aspects of airport operation |
| Maintenance, FAA | P | 14 CFR 171.13 - 171.213 | Forms and reports required by FAA including Forms FAA-198, -418, -6030-1, -6790-4 |

TRANSPORTATION (CONTINUED)

| Record Series | Retention | Citation | Descriptor |
|---|-----------|----------|--|
| Reports | | | |
| Accident and Incident (Aircraft) | CL + 8 | | Accidents, injuries, property damages, general conditions re pilot and aircraft |
| Airport Operational (Regulatory) | P | | Annual and special reports to federal and state regulatory agencies. |
| Airport Operational (Administrative) | CU + 2 | | Logs, statistical summaries; administrative records |
| NOTAM (Notice to Airmen) | CU + 3 | | Reports re: conditions affecting airport maintenance/operations |
| | | | |
| GROUND TRANSPORTATION | | | |
| Auto for Hire | T + 4 | GC34090 | License, permits for Taxicabs, shuttles, etc |
| | | | |
| HARBOR | | | |
| Registers, Transient Vessel Reservation | AU + 3 | | Reservation applications, receipts, and index registers relating to boats in transit, temporarily moored |
| Slip Rental Index | CU + 5 | | Annual and periodic reports of slip renters |
| Slip Rental Permits | CL + 2 | | Applications, statement of rental conditions, vessel inspection check sheets, copy of DMV registration, boat owner information, and other documents re: dock slip spaces |
| Slip Rental Waiting List | CU + 2 | | |

LOCAL GOVERNMENT **RECORDS RETENTION** **GUIDELINES**

County Records
June 2002
California State Archives

Disclaimer

The enclosed record retention guidelines represent retention periods endorsed by the County Counsel and then adopted by the Tuolumne County Board of Supervisors. Shaded areas represent information added and/or modified by the Secretary of State's Records Manager. Collectively these retention periods represent our best judgement for the proper and legal management of public records entrusted to county jurisdiction. Remember these are guidelines only and each jurisdiction should have their own county legal counsel review and approve specific retention schedules and/or retention periods.

These guidelines are not all-inclusive and will be amended and/or corrected as more record series are identified and reviewed.

The legend of abbreviations appears on **Page 35.**

A. Recommended County Records Retention Periods

| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
|------------------|----------------------------|---|------------------------------------|--|
| Admin | | ACCOUNTING FILES | 4/7 years | 4 years for state funds, 7 years for federal funds |
| Admin | | BOATING GRANTS | 15 years | |
| Admin | | CITIZEN COMPLAINTS | 5 years | Providing they are not presently involved in civil litigation |
| Admin | | CORRESPONDENCE | 2 years | Includes DSA, Internal, Sheriff and Under-sheriff correspondence. |
| Admin | | CORRESPONDENCE FILES | 2 years | |
| Admin | | DAMAGE CLAIMS | 5 years | Claim must be filed within 1 year |
| Admin | | FALSE ALARM BILLS | 2 years | |
| Admin | | LIVESCAN BILLING | 2 years | |
| Admin | | MEDICAL FILES | Termination + 30 years | 29 CFR 1010.1920. If employed less than one year records may be destroyed upon termination. See CFR for more details. |
| Admin | | MEGANS LAW RELEASE FORM | 5 years | |
| Admin | | MEGANS LAW REQUEST TO VIEW OFFENDER CD | 5 years | |
| Admin | | OSHA RECORDS | 5 years | |
| Admin | | OTHER GRANTS | 3 years | |
| Admin | | PERSONNEL FILES | Duration of Employment plus 1 year | Human Resources is OFR for official personnel files; Departments are to maintain and destroy departmental files pursuant to policy issued by the Human Resources Department GC § 26201 |
| Admin | | PROJECT FILES | Permanent | |
| Admin | | SAFETY COMMITTEE MINUTES | 2 years | |
| Admin | | STAFF MEETINGS MINUTES | 2 years | |
| Admin | | TRAINING FILES | 2 years | |
| Admin | | VEHICLE ACCIDENT REPORT | 2 years | |
| AG/WAM/APC | CDPR | ACTIVITY REPORTS-county activities e.g., report 5 | 4 years | For DPR audit purposes; prepare for storage in HQ. Alphabetize by county-use divider cards/recycle |
| AG/WAM/APC | CDPR | ACTIVITY REPORTS-federally funded programs, e.g. USEPA, USDA timesheets & data sheets | 8 years | |
| AG/WAM/APC | CDPR | ACTIVITY REPORTS-regional office activities | 4 years | |
| AG/WAM/APC | CDPR | ANNUAL REPORTS AND PUBLICATIONS | 3 years | Retain for Library; Do not archive |
| AG/WAM/APC | CDPR | CALENDARS & APPT BOOKS | 2 years | |
| AG/WAM/APC | CDPR | CIVIL PENALTY - APC | 5 years | |
| AG/WAM/APC | CDPR | CIVIL PENALTY ACTIONS-AG/structural/WAM | 5 years | |
| AG/WAM/APC | CDPR | CIVIL PENALTY APPEALS-AG/structural/AM | 5 years | |
| AG/WAM/APC | CDPR | CIVIL PENALTY APPEALS-APC | 5 years | |
| AG/WAM/APC | CDPR | CODES | 3 years | Retain for Library; Do not archive |
| AG/WAM/APC | CDPR | CONTINUING EDUCATION COURSE APPLICATIONS & APPROVALS | 5 years | |
| AG/WAM/APC | CDPR | CONTINUING EDUCATION SIGN-IN SHEETS | 5 years | |
| AG/WAM/APC | CDPR | CONTRACTS & MOU'S, E.G. USDA, USEPA, SPCB, CDFG, CDFA, shem lab, etc. | Duration of contract + 5 years | Contract & MOU archive boxes should only contain info related to contract or MOU - No data entry sheets, investigations, etc. |
| AG/WAM/APC | CDFA | CONTROL & ERADICATION - spray records | 5 years | |
| AG/WAM/APC | CDPR | CORRESPONDENCE - enforcement letters (ENF letters) | Indefinite | |
| AG/WAM/APC | CDPR | CORRESPONDENCE-from HQ to CDFA, CDFG, CAL/EPA | 5 years | |

| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
|------------------|----------------------------|---|------------------------------------|--|
| AG/WAM/APC | CDPR | CORRESPONDENCE-unnumbered commissioner letters (CAC Letters) | 5 years | |
| AG/WAM/APC | CDPR | COUNTY INVESTIGATIONS MISC. NOT RESIDUE OR ILLNESS | 5 years | May be retained by Regional Office until investigation or case file is closed |
| AG/WAM/APC | CDPR | COUNTY LAB ANALYSES | 5 years | |
| AG/WAM/APC | CDPR | DATA COLLECTION FORMS-data for federal programs, e.g. USDA, USEPA | 5 years | |
| AG/WAM/APC | CDPR | DATA COLLECTION FORMS-state residue samples & ECONOMIC POISON SAMPLES - no data collected for Fed. Programs, e.g. residue | Indefinite | |
| AG/WAM/APC | CDPR | DRAFT DOCUMENTS | No Retention Required | Draft documents should be destroyed immediately after the final document is published |
| AG/WAM/APC | CDPR | EMPLOYEE TIME CARDS | 2 years | Retained by Personnel Services Office for 2 years |
| AG/WAM/APC | CDFA | F & V, EGG, & HONEY *direct marketing certificates | 5 years | |
| AG/WAM/APC | CDFA | F & V, EGG, & HONEY *legal actions | 5 years | |
| AG/WAM/APC | CDFA | F & V, EGG, & HONEY *non compliance notice, disposal orders, etc. | 5 years | |
| AG/WAM/APC | CDFA | F & V, EGG, & HONEY *worksheets | 5 years | |
| AG/WAM/APC | CDPR | HAZARDOUS/TOXIC SUBSTANCE EXPOSURE RECORDS | Indefinite | |
| AG/WAM/APC | CDPR | ILLNESS INVESTIGATIONS | Indefinite | Retained by WH&S on microfilm may be retained by Regional Offices until investigation file is closed. |
| AG/WAM/APC | CDPR | INVESTIGATIONS | 5 years | Individual cases may be marked for permanent retention |
| AG/WAM/APC | CDPR | INVOICES NOT RELATED TO FEDERALLY FUNDED PROGRAMS | 2/4 years | 2 years + current year; unless related to mill assessment or disbursement, then 4 years. |
| AG/WAM/APC | CDPR | INVOICES RELATED TO FEDERALLY FUNDED PROGRAMS, E.G. USEPA, USDA, PDP, ETC. | 5 years | |
| AG/WAM/APC | CDPR | LABEL INTERPRETATIONS | 5 years | Archive after 5 years; Effective 1997 all interpretations are incorporated into ENF system |
| AG/WAM/APC | CDPR | LICENSE APPLICATION | 5 years | |
| AG/WAM/APC | CDPR | LICENSING ACTIONS | 5 years | 5 years after case closed; Individual cases may be marked for permanent retention. |
| AG/WAM/APC | CDPR | LITIGATION DOCUMENTS-legal office may also retain some documents | 5 years | 5 years after case closed; Individual cases may be marked for permanent retention. |
| AG/WAM/APC | CDPR | MANUALS - operations, preparations, policy and/or reference | Until superseded | Retain indefinitely, consider sending to Library after 5 years |
| AG/WAM/APC | CDPR | MILL ASSESSMENT QUARTERLY REPORTS | 2 years | |
| AG/WAM/APC | CDPR | NEGOTIATED WORK PLAN | 5 years | |
| AG/WAM/APC | CDPR | NOTES & NOTEBOOKS | 2 years | If the notes are related to a particular investigation, destroy after case file is completed. |
| AG/WAM/APC | CDFA | NURSERY *INSPECTION REPORTS | 5 years | |
| AG/WAM/APC | CDFA | NURSERY *INVOICES | 5 years | |
| AG/WAM/APC | CDFA | NURSERY *LEGAL ACTIONS | 5 years | |
| AG/WAM/APC | CDFA | NURSERY *NO NONCOMPLIANCE | 5 years | |
| AG/WAM/APC | CDPR | PERSONNEL FILES & RELATED MEMOS | Duration of Employment plus 1 year | Human Resources is OFR for official personnel files; Departments are to maintain and destroy departmental files pursuant to policy issued by the Human Resources Department GC § 26201 |
| AG/WAM/APC | CDFA | PEST DETECTION/EMERGENCY *A & I slips | 5 years | |

| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
|-------------------|----------------------------|---|-----------------|---|
| AG/WAM/APC | CDFA | PEST DETECTION/EMERGENCY *fiscal displays/work plans, invoices, daily time sheets | 5 years | |
| AG/WAM/APC | CDFA | PEST EXCLUSION *enforcement actions | 5 years | |
| AG/WAM/APC | CDFA | PEST EXCLUSION *gypsy moth notices | 5 years | |
| AG/WAM/APC | CDFA | PEST EXCLUSION *origin certificates, photo's, QC Certificates., etc. | 5 years | |
| AG/WAM/APC | CDFA | PEST EXCLUSION *rejection notices | 5 years | |
| AG/WAM/APC | CDPR | PHONE MESSAGE BOOKS | 2 years | |
| AG/WAM/APC | CDPR | PRIORITY EPISODE INVESTIGATIONS, REPORTS AND TRANSMITTALS (related to federal programs) | 5 years | |
| AG/WAM/APC | CDPR | REPORTS TO COLLECTIONS/REFUND VOUCHERS (mill assessment) | 4 years | |
| AG/WAM/APC | CDPR | RESIDUE INVESTIGATIONS | 5 years | |
| AG/WAM/APC | CDPR | RULEMAKING FILES AND ACCOMPANYING DOCUMENTS | Indefinite | Send to DPR Library one year after implementation. |
| AG/WAM/APC | CDFA | SEED *LEGAL ACTION | 5 years | |
| AG/WAM/APC | CDFA | SEED *seed certification records, inter-county permits, mill inspections | 5 years | |
| AG/WAM/APC | CDFA | SEED *stop sale orders | 5 years | |
| AG/WAM/APC | CDPR | SPECIAL PROJECTS OR EXCEPTIONAL EVENTS, e.g. emergency eradication projects, significant residue project, special investigation | 5 years | |
| AG/WAM/APC | CDPR | SURNAME CORRESPONDENCE | 2 years | |
| AG/WAM/APC | CDPR | TRAVEL EXPENSE CLAIM | 1 year | |
| AG/WAM/APC | CDPR | VIOLATION NOTICES - all types, including PCP and residue | 5 years | |
| AG/WAM/APC | CDPR | WEEKLY REPORTS | 2 years | |
| All County Depts. | | COUNTY RECORDS, GENERALLY | 2 years | Board resolution required. Unless expressly required to be retained by other statutes; GC § 26205 |
| All County Depts. | | COUNTY RECORDS, GENERALLY. | 2 years | 4/5 vote required if record required by statute or chapter; GC § 26202 |
| All County Depts. | | DUPLICATE RECORDS | None | Duplicate may be destroyed when originals on file; GC § 26201 |
| Animal Control | | ANIMAL IMPOUND AND DISPOSITION RECORDS, ADOPTION CONTRACTS | 5 years | Department preference. Food & Ag C § 32003 requires 3 years |
| Animal Control | | BITE REPORTS, STATE RABIES CONTROL REPORTS | 10 years | Department preference. Could reduce to County-wide standard of 2 years GC § 26202 |
| Animal Control | | CITATIONS, CRIMINAL COMPLAINTS, NOTICES OF VIOLATION, PRE & POST SEIZURE PROCEEDINGS, NOTES, PHOTOS, EVIDENCE, ACO LOGS | 10 years | Department preference. Could reduce to county-wide standard of 2 years GC § 26202 |
| Animal Control | | CONTROLLED SUBSTANCE INVENTORY RECORDS AND EUTHANASIA LOGS | 3 years | CCF § 4827(d) |
| Animal Control | | LEDGER, CLAIMS, PURCHASE ORDERS, DEPOSIT PERMITS, BILLING RECORDS | 5 years | Department preference. Could reduce to County-wide standard of 2 years GC § 26202 |
| Animal Control | | LICENSE FORMS, CALL OUT SLIPS, RADIO LOGS, TIME CARDS | 7 years | Department preference. Could reduce to County-wide standard of 2 years GC § 26202 |
| Animal Control | | MISC. RECORDS: lost & found, trap contracts, activity logs, work schedules | 2 years | GC § 26202 |
| Assessor | | ASSESSOR'S DOCUMENTS | 4 years | not Stated; R&TC § 465 |

| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
|----------------------|----------------------------|---|---|---|
| Assessor | | AIRCRAFT & VESSEL RECORDS (active) | Change of Ownership + 5 years | Assessor or Board may destroy any taxpayer's document lien date + 6 years GC § 26202, R&TC §§ 465, 834 |
| Assessor | | APPEALS: denied or granted | 5 years | Clerk of BOS maintain the originals GC § 25105.5 |
| Assessor | | APPRAISAL RECORDS (ACTIVE) | Permanent | Department preference: administration purposes GC § 26202 |
| Assessor | | APPRAISAL RECORDS (inactive) | Permanent | Department preference: administration purposes GC § 26202 |
| Assessor | | ASSESSMENT ROLLS (unsecured & secured) | Permanent | Assessor maintains the originals GC § 26201 |
| Assessor | | ASSESSMENT ROLLS STATISTICS | 2 years | GC § 26202 |
| Assessor | | ASSESSOR PARCEL MAPS (active & historical) | Permanent | All assessor maps maintained permanently for administrative purposes. |
| Assessor | | BOARD ORDERS OR ROLL CORRECTIONS | 6yrs | Department Preference: Administration purposes GC § 26202 |
| Assessor | | BUILDING PERMITS | 1 year | County or City maintain the originals |
| Assessor | | BUSINESS PROPERTY RECORDS | 6 years | Assessor or Board may destroy any taxpayer's document lien date + 6 years R&TC § 465 |
| Assessor | | CHANGE OF OWNERSHIP | Permanent | Assessor maintains the originals GC § 26201 |
| Assessor | | ESCAPE NOTICE | 6 years | Assessor or Board may destroy any taxpayer's document lien date + 6 years R&TC § 465 |
| Assessor | | EXEMPTION CLAIMS: homeowners veterans or other (active) | Permanent | Assessor or Board may destroy any taxpayer's document lien date + 6 years R&TC § 465 |
| Assessor | | EXEMPTION CLAIMS: homeowners veterans or other (inactive) | 6 years | Consistent with Auditing standards |
| Assessor | | MAILING ADDRESS CHANGES | 2 years | GC § 26202 |
| Assessor | | PERSONAL/BUSINESS PROPERTY RECORDS-CANCELLED ACCOUNTS | 6 years | Consistent with Auditing standards. |
| Assessor | | PRELIMINARY CHANGE OF OWNERSHIP (PCOR) | Permanent | Department Preference: Assessor or Board may destroy any taxpayers document lien date + 6yrs: R&TC § 465 |
| Assessor | | PROBLEM LETTER FILES | Permanent | Department Preference: Administration purposes GC § 26202 |
| Assessor | | SUBVENTION APPLICATIONS | Permanent | Department preference, administration purposes. |
| Assessor | | VESSEL & AIRCRAFT RECORDS (cancelled) | Change of Ownership + 6 years | Assessor or Board may destroy any taxpayer's document lien date + 6 years R&TC § 465 |
| Auditor | | CANCELLED COUNTY, SCHOOL, SPECIAL DISTRICT BONDS & COUPONS | 5 years | GC § 26907.1 |
| Auditor | | COUNTY, SCHOOL, SPECIAL DISTRICT CLAIMS, WARRANTS, WARRANT VOUCHERS | 5 years, if index or register kept | GC § 26907 |
| Auditor | | DEPOSIT PERMITS | 5 years | GC § 26907.2 |
| Auditor | | DUPLICATE LISTS OF CLAIMS ALLOWED | 5 years | Specifies content of list; GC § 29747 |
| Auditor | | MONTHLY CASH STATEMENTS | 5 years | May be destroyed; GC §§ 24356, 26907 |
| Auditor | | MONTHLY REPORTS (revenue expenditures) | Copies- Destroyed at any time | Auditor maintains originals, final must be filed with county auditor |
| Auditor | | STATEMENTS OF CASH IN TREASURY | Original- permanent; Duplicate, 1 month | Copy filed with clerk; GC §§ 26920, 26922 |
| Auditor | | WARRANTS INDEX OR REGISTER | 15 years | GC § 26907 |
| Auditor | | WELFARE ACCOUNTING RECORDS | 2 years | GC § 26202 |
| Auditor & Library | | CASH RECEIPTS (CRQ) | Current + 5 years (6 years) | Originating department maintains receipt with all backup information; Auditor is required to maintain for 5 years; Consistent with Accounts Receivable; Published articles show 2-6 years; GC §§ 26202, 24356 |
| Auditor & Recreation | | CASH RECEIPTS (CRQ) | Current + 5 years | Originating department maintains receipt with all backup information; Auditor is required to maintain for 5 years; Consistent with Accounts Receivable; Published articles show 2-6 years; GC §§ 26202, 24356 |

| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
|--|----------------------------|---|---|---|
| Auditor & Recreation Department | | TIME CARDS | 4 years | Data is submitted electronically to Auditor; IRS requires 4 years; CA. requires 2 yr. Min.; FTB keeps 3 years; Cal. Dept. of Fair Requirements 4 years; Published articles show 7 10 years; IRS Req. §§ 31.6001-1(e)(2), R&TC § 19530; LC § 1174(d); GC § 26202 |
| Auditor and Farm Advisor | | CASH RECEIPTS (CRQ) | Current + 5 years (6 years) | Originating department maintains receipt with all backup information; Auditor is required to maintain for 5 years; Consistent with Accounts Receivable; Published articles show 2-6 years; GC §§ 26202, 24356 |
| Auditor & Recreation | | JOURNAL VOUCHERS | Copies - Destroy at any time | Auditor maintains originals; Financial records are audited annually; GC § 26201 |
| Auditor, Tax Collector, Redemption Officer | | SECURED DELINQUENT TAX ROLLS | 12 years | Abstract must have been certified by auditor; 1912-1913 original secured roll must be retained; R&TC § 377 |
| Auditor/ Columbia Airport | | DEPOSIT PERMITS WITH BACKUP RECEIPTS | Current +2 years (3 years) | Auditor maintains originals, final must be filed with county auditor |
| Auditor/ Columbia Airport | | MONTHLY CASH STATEMENT | Current +2 years (3 years) | Auditor maintains originals, final must be filed with county auditor |
| Auditor/ Columbia Airport | | PAYROLL PRINTOUTS | Current +2 years (3 years) | Auditor maintains originals, final must be filed with county auditor |
| Auditor/ Columbia Airport | | RECEIPT BOOKS | Current + 5 years (6 years) | Originating Department maintains receipt with all backup information; Auditor maintains for 5 years |
| Auditor/ Columbia Airport | | RECEIPTS | Current + 5 years (6 years) | Originating Department maintains receipt with all backup information; Auditor maintains for 5 years |
| Auditor's Office | | AUDITS: all others (special districts, trust funds etc.) | Permanent | The department supervising the audit maintains the original permanently; GC § 26201 |
| Background Investigator | | BACKGROUND INVESTIGATION FILES ON APPLICANTS HIRED | 2 years after termination of employment | |
| Background Investigator | | BACKGROUND INVESTIGATION FILES ON APPLICANTS NOT HIRED | 2 years | |
| Board of Supervisors | | UNSOLD BONDS | 2 years | notice of intent; public destruction; cannot be reissued without new election; GC §§ 29940, 29943 |
| CAO | | AGREEMENTS UNDER \$10,000 "delegated agreements" (RFP/RFQ, successful bid, change orders) | 2 years | |
| CAO & Library | | LEASES - real estate information on real estate leased to the library. Includes: leases, correspondence, etc. | Expiration + 4 years | Destroy records 4 years after termination of expiration of lease. CCP § 337.2 Statute of Limitations on actions is 4 years after termination or occupancy. |
| CDD | | 1980 GENERAL PLAN FIRE, TIMBER, RANGE DIAGRAMS | Permanent | |
| CDD | | 1980 GENERAL PLAN GEOTECHNICAL INTERPRETIVE DIAGRAMS | Permanent | |
| CDD | | 1980 GENERAL PLAN LAND USE DIAGRAMS | Permanent | |
| CDD | | 1996 GENERAL PLAN UPDATE BACKUP DOCUMENTS | 10 years | |
| CDD | | 8MM BACK-UP TAPES DAILY | 3 years | Recycle and updated with new data frequently |
| CDD | | 8MM BACK-UP TAPES MONTHLY | Permanent | Kept at ISS indefinitely |
| CDD | | 8MM BACK-UP TAPES WEEKLY | 7 years | Kept at ISS storage for 1 year |
| CDD | | ASSEMBLY BUILDINGS "A" OCCUPANCY FILES | Permanent | Maintain original comment & plans permanently |
| CDD | | BOS - agendas, minutes | 2 years | Originals on file with Board Clerk |
| CDD | | BOS - resolutions, ordinances related to CDD/Development | Permanent | |

| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
|------------------|----------------------------|--|-----------------------------|--|
| CDD | | BOSPC agendas, notices, correspondence | 2 years | GC § 26202 |
| CDD | | BOSPC meeting minutes | 10 years | GC § 26202 |
| CDD | | BOSRAC agendas, notices, correspondence | 2 years | GC § 26202 |
| CDD | | BOSRAC meeting minutes | 10 years | GC § 26202 |
| CDD | | BUDGET - drafts, adoptions, monthly financial statements, reporting transactions | Destroy at anytime | |
| CDD | | BUILDING CENSUS REPORTS | 3 years | Monthly report for the year end census report |
| CDD | | BUILDING PERMITS/PROJECT FILES | Permanent | Must be able to reproduce permit on request |
| CDD | | BUSINESS "B" OCCUPANCY FILES | Permanent | Maintain original comment & plans permanently |
| CDD | | CAMP "C" OCCUPANCY FILES | Permanent | Maintain original permanently |
| CDD | | CASH RECEIPTS | Current + 5 years (6 years) | Maintain receipt with all backup |
| CDD | | CDD ANNUAL REPORT | Permanent | |
| CDD | | CENTRAL SIERRA PLANNING - misc. NOD's, NOE's, NOA's | 4 years | |
| CDD | | CEQA EXEMPT BLA & MERGER MAPS REVIEWED | 2 years | |
| CDD | | CERTIFICATE OF COMPLIANCE APPLICATIONS REVIEWS | 2 years | Originals kept in DPW files |
| CDD | | CHRONOLOGICAL FILES (copies of director's/staff's correspondence) | 2 years | GC § 26202 |
| CDD | | CODE COMPLIANCE COMMITTEE AGENDAS, NOTICES, CORRESPONDENCE | 2 years | GC § 26202 |
| CDD | | CODE COMPLIANCE COMMITTEE MEETING MINUTES | 10 years | GC § 26202 |
| CDD | | CODE VIOLATION CASE FILES | 6 years | |
| CDD | | COMMERCIAL PLANS | Permanent | Must be able to reproduce plans on request. H&SCC §§ 19850 & 19851 |
| CDD | | COMPLAINTS | 5 years | |
| CDD | | CONSULTANT CONTRACTS | Until completion | |
| CDD | | CONTRACTS ADMINISTRATION RECORDS | 10 years | |
| CDD | | CONTRACTS WITH STATE AGENCIES | Until completion | |
| CDD | | CULTURAL RESOURCE INDEX | Permanent | |
| CDD | | DEMOLITION PERMIT APPLICATIONS (<50 years old) (planning) | 2 years | Originals in Building & Safety Division project files |
| CDD | | DESIGN REVIEW GUIDELINES | Until superceded | |
| CDD | | DIRECTOR'S DECISION LETTERS | 4 years | |
| CDD | | EDUCATION BUILDINGS "E" OCCUPANCY FILES | Permanent | Maintain original permanently |
| CDD | | EQUIPMENT RECORDS, OPERATOR'S MANUALS, WARRANTIES | Until equipment is disposed | |
| CDD | | FEE SCHEDULE | Until superceded | |
| CDD | | FINAL BUILDING INSPECTION REPORTS | 3 years | Report of all final inspections submitted to Assessor's Office |
| CDD | | FIRE PROTECTION SYSTEM - automatic fire sprinkler system plans | Permanent | Maintain original plans permanently |
| CDD | | FIRE PROTECTION SYSTEM - fire alarm system | Permanent | Maintain original plans permanently |
| CDD | | FIRE PROTECTION SYSTEM - fire hydrant & underground pipe | Until superceded | Maintain original comment & plans permanently |

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|------------------|----------------------------|--|----------------------------|---|
| CDD | | FIRE PROTECTION SYSTEM - kitchen hood & duct | Permanent | Maintain original plans permanently |
| CDD | | FISH & GAME ENVIRONMENTAL FILING FEE RECORDS | 9 months | F&GC § 711.4; 14 CCR § 753.5 |
| CDD | | GENERAL PLAN Geo-technical interpretive diagrams | 2 years after superceded | |
| CDD | | GENERAL PLAN LAND USE DIAGRAMS | 2 years after superceded | |
| CDD | | GENERAL PLAN OVERLAYS | 2 years after superceded | |
| CDD | | GENERAL PLAN TEXT amendment files | Permanent | |
| CDD | | GIS "archive CD" CD 8/4/99 | 7 years | Various files |
| CDD | | GIS "archive CD" CD1 2/2/99 | 7 years | Various files |
| CDD | | GIS "archive CD" CD2 6/17/98 | 7 years | Various files |
| CDD | | GIS "archive CD" CDI 6/17/98 | 7 years | Various files |
| CDD | | GIS CULTURAL RESOURCES OVERLAYS | 4 years | |
| CDD | | GOLDEN POND COMMITTEE AGENDAS, NOTICES, CORRESPONDENCE | 2 years | GC § 26202 |
| CDD | | GOLDEN POND COMMITTEE MEETING MINUTES | 10 years | GC § 26202 |
| CDD | | GRANT ADMINISTRATION DOCUMENTATION | 6 years | HUD § 2228.2 rev.-3, 29 CFR § 97.42, GC § 26202 |
| CDD | | GRANT APPLICATIONS | 6 years | HUD § 2228.2 rev.-3, 29 CFR § 97.42, GC § 26202 |
| CDD | | HAZARDOUS OCCUPANCY "H" OCCUPANCY FILES | Permanent | Maintain original permanently |
| CDD | | HOSPITALS, NURSING HOMES, JAILS "I" OCCUPANCY FILES | Permanent | Maintain originals permanently |
| CDD | | INDEX CARD FILES | Permanent | |
| CDD | | INSPECTION & MILEAGE REPORTS | 3 years | This is the daily log of the Building Inspectors' inspections & mileage |
| CDD | | INVENTORY RECORDS (assets) | 3 years | |
| CDD | | LAND DEVELOPMENT APPLICATION FILES | Permanent | |
| CDD | | LIC. CARE FACILITY "R"- 2 residential care facility files | Life of facility + 3 years | |
| CDD | | LIC. GROUP CARE FACILITY "R"- 6 FILES | Life of facility + 3 years | |
| CDD | | MANUFACTURING BUILDINGS "F" OCCUPANCY FILES | Permanent | Maintain original permanently |
| CDD | | MERCHANDISING OCCUPANCY "M" OCCUPANCY FILES | Permanent | Maintain original permanently |
| CDD | | MISC EIR/EYES NOT RELATED TO LAND DEVELOPMENT APPLICATIONS | 5 years | |
| CDD | | MOBILEHOME PARK FILES | Permanent | Includes permit to operate - rent control - general info |
| CDD | | MONTHLY BUILDING & SAFETY REPORTS | 5 years | Includes numerous reports |
| CDD | | MULTI-UNIT OCCUPANCY "R" - 1 OCCUPANCY FILES | Permanent | Maintain original permanently |
| CDD | | OBSOLETE GENERAL PLAN DIAGRAMS 3 SETS | 10 years | |
| CDD | | OFFICE LAYOUT FLOOR PLANS | Until superceded | |
| CDD | | ORDINANCE CODE AMENDMENT FILES | Permanent | |
| CDD | | PARCEL INFORMATION SHEETS (yellow sheets) | Until superceded | |

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| CDD | | PERMITS ISSUED - fireworks, flammable LIQ., LPG gas | Life of permit + 3 years | |
| CDD | | PERSONNEL FILES | Destroy upon termination | GC § 26201, Human Resource policy |
| CDD | | PHOTOCOPIER RECORDS | 1 year | |
| CDD | | PLANNER'S WORKLOAD STATUS REPORTS | For current evaluation period | |
| CDD | | PLANNING COMMISSION, COMMITTEE, HPRC, BBA, ALUC AGENDAS | Permanent | GC § 26201 |
| CDD | | PLANNING COMMISSION, COMMITTEE, HPRC, BBA, ALUC CASSETTE TAPES | 2 years | 80 AGO 1006, (4/18/81) |
| CDD | | PLANNING COMMISSION, COMMITTEE, HPRC, BBA, ALUC MINUTES & RECORDS | Permanent | GC § 26201 |
| CDD | | PLANNING COMMISSION, COMMITTEE, HPRC, BBA, ALUC VIDEO TAPES | 3 months | GC § 26202 |
| CDD | | PRINT ORDER RECORDS | 1 year | |
| CDD | | PROCEDURES MANUALS | Until superceded | |
| CDD | | PROJECTS LOGS | Permanent | |
| CDD | | PUBLIC HANDOUTS - other CDD publications not specifically listed herein | Until superceded | |
| CDD | | PUBLICATIONS IN LIBRARY - reference materials | Until out of date | |
| CDD | | PURCHASE ORDER RECORDS | 1 year | |
| CDD | | REFERENCE - Arial photography | Permanent | |
| CDD | | REFERENCE - cultural resource surveys | Permanent | |
| CDD | | REFERENCE - deer herd maps | Until superceded | |
| CDD | | REFERENCE - special status species database | Until revised | |
| CDD | | REFERENCE - wildland fire hazard maps | Until superceded | |
| CDD | | REFERENCE - wildlife habitat maps | Until superceded | |
| CDD | | REFERENCE MATERIALS - clerical | Until superceded | |
| CDD | | REQUESTS FOR PROPOSALS | Until completion | |
| CDD | | REQUESTS FOR QUALIFICATIONS | Until completion | |
| CDD | | RESIDENTIAL PLANS | 90 days | Building standards law. H & S code, §§ 19850 & 19851 |
| CDD | | ROAD EASEMENT ABANDONMENT APPLICATIONS REVIEWED | 2 years | |
| CDD | | SECURITY AGREEMENTS | 10 years | |
| CDD | | SOILS REPORTS | Permanent | Reports on soils received on projects |
| CDD | | STAFF'S WEEKLY REPORTS | For current evaluation period | |
| CDD | | THREE-PARTY CONTRACTS (county, property owner, consultant) | Until completion | |
| CDD | | TIMBER HARVESTING PLANS REVIEWED FOR CDF | 2 years | |
| CDD | | TIMBERLAND CONVERSION APPLICATIONS REVIEWED FOR CDF | 2 years | |
| CDD | | TUOLUMNE CO. HARDWOOD COMMITTEE AGENDAS, NOTICES, CORRESPONDENCE | 2 years | GC § 26202 |
| CDD | | TUOLUMNE CO. HARDWOOD COMMITTEE MEETING MINUTES | 10 years | GC § 26202 |
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| CDD | | TUOLUMNE COUNTY GENERAL PLAN TEXT | 2 years after superceded | |
| CDD | | VEHICLE MAINTENANCE REPORTS | Until vehicle is surplus or otherwise disposed | Reports are for each vehicle |
| Child Support | | CASH STATEMENTS | 6 years | The California Department of Child Support Services has not developed a retention schedule at this time. The time period may change once they do. |
| Child Support | | COUNTER RECEIPTS | 7 years | The California Department of Child Support Services has not developed a retention schedule at this time. The time period may change once they do |
| Child Support | | CREDIT REPORTING DETAIL REPORTS | 6 years | The California Department of Child Support Services has not developed a retention schedule at this time. The time period may change once they do |
| Child Support | | CS157-child support enforcement activities quarterly and annual data & accounts receivable report | 5 years | Federal Regulation 45 CFR § 74.53 requires records be retained for three years from starting date specified in 45 CFR § 74.22 |
| Child Support | | CS356-ADMIN CLAIM | 5 years | Federal Regulation 45 CFR § 74.53 requires records be retained for three years from starting date specified in 45 CFR § 74.22 |
| Child Support | | CS800-CHILD/FAMILY/SPOUSAL PAYMENTS- ASSISTANCE RELATED DISTRIBUTION/DISBURSEMENT SUMMARY | 5 years | Federal Regulation 45 CFR § 74.53 requires records be retained for three years from starting date specified in 45 CFR § 74.22 |
| Child Support | | CS820-CHILD/FAMILY/SPOUSAL AND MEDICAL SUPPORT COLLECTIONS AND NON- ASSISTANCE DISTRIBUTIONS AND DISBURSEMENTS SUMMARY | 5 years | Federal Regulation 45 CFR § 74.53 requires records be retained for three years from starting date specified in 45 CFR § 74.22 |
| Child Support | | CS825-CHILD SUPPORT MONTHLY STATISTICAL REPORT | 5 years | Federal Regulation 45 CFR § 74.53 requires records be retained for three years from starting date specified in 45 CFR § 74.22 |
| Child Support | | DEPOSIT PERMIT REPORTS | 6 years | The California Department of Child Support Services has not developed a retention schedule at this time. The time period may change once they do. |
| Child Support | | LEDGERS | 6 years | The California Department of Child Support Services has not developed a retention schedule at this time. The time period may change once they do. |
| Child Support | | PAY CARDS | 6 years | The California Department of Child Support Services has not developed a retention schedule at this time. The time period may change once they do. |
| Child Support | | TAX INTERCEPT REPORTS | 6 years | The California Department of Child Support Services has not developed a retention schedule at this time. The time period may change once they do. |
| Child Support | | YELLOW COPIES OF DEPOSIT PERMIT WITH SUPPORTING DOCUMENTATION REGARDING CHILD SUPPORT DISBURSALS | 6 years | The California Department of Child Support Services has not developed a retention schedule at this time. The time period may change once they do. |
| City Officer | | CITY PUBLIC RECORDS | 7 years | Records having insufficient value to justify preservation of original; GC § 34090.5 |
| Civil | | CIVIL CASES AND REPORTS | 3 years | Providing they do not involve real property sales. |
| Clerk | | EVIDENCE IN CIVIL CASES | 6 months | Must be returned to owners upon application. Court order required for destruction. Exhibits conveying title to or creating lien on real property excluded; CCP §§ 1952, 1952.2 |
| Clerk | | EVIDENCE IN CRIMINAL CASES | 6 months | Must be returned to owners upon application. May be sold at public auction; PC §§ 1418, 1418.5 |

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|---------------------|----------------------------|---|---|--|
| Clerk | | RESOLUTION BOOK IN LIEU OF ENTRY IN MINUTES | 2 years | Board approval required. Minutes to refer to resolution by number & subject; GC § 25102.1 |
| Clerk | | SUPERIOR COURT DOCUMENTS | 3-8 years | GC § 69503 |
| Clerk | | SUPERIOR COURT RECORDS | Varies | Permits photographic copies in lieu of minute books, decrees, etc.; GC § 69844.5 Court Rules 6.755 |
| Clerk and Elections | | 400 FORMS CAMPAIGN STATEMENTS | Original statements are to be retained indefinitely | GC § 81009 |
| Clerk and Elections | | 400 FORMS CAMPAIGN STATEMENTS THAT DID NOT WIN | 5 years | GC § 81009 |
| Clerk and Elections | | 700 FORMS STATEMENT OF ECONOMIC INTEREST | 7 years | GC § 81009 |
| Clerk and Elections | | ABSENT VOTER BALLOTS FOR FEDERAL ELECTIONS | 22 months | EC § 17504 |
| Clerk and Elections | | ABSENT VOTER BALLOTS FOR STATE AND LOCAL ELECTIONS | 6 Months | EC § 17505 |
| Clerk and Elections | | AFFIDAVITS OF REGISTRATION | 5 years | EC § 17000 |
| Clerk and Elections | | BALLOTS, ELECTION OF FEDERAL OFFICES | Final Disposition 22 months | EC § 17302 the package contains voted polling place ballots, voted absent voter ballots, absentee vote identification envelopes, spoiled ballots, cancelled ballots, unused absentee ballots surrendered by the voter pursuant to EC § 3015. |
| Clerk and Elections | | FORMS FOR PUBLIC INSPECTION | 30 days after the election | EC § 20442 the election official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election |
| Clerk and Elections | | INDEXES TO THE AFFIDAVITS OF REGISTRATION | 5 years | It is being preserved for election, political research, and government purposes. Election code § 17001 |
| Clerk and Elections | | INITIATIVE OR REFERENDUM PETITIONS | 8 months | EC § 17200 thereafter it shall be destroyed as soon as practicable unless it is evidence in some action or proceeding then pending or has received written request from the Attorney General, Secretary of State, FPPC, etc. |
| Clerk and Elections | | LIST ON NEW RESIDENT VOTERS | 22 months | EC § 17506 pursuant to Chapter 5 (commencing with § 3400) of Division 3 for 22 months from the date of the election |
| Clerk and Elections | | MATERIALS, ELECTION OF FEDERAL OFFICES | 22 months | EC § 17303: Material included the following. Two tally sheets, the copy of the index used as the voting record, the challenge lists, the assisted voters list. |
| Clerk and Elections | | MATERIALS. ELECTION OF STATE OR LOCAL ELECTIONS | 6 months | EC § 17304: Materials amount to the following, two tally sheets, the copy of the index used as the voting record, the challenge lists, the assisted voters list. |
| Clerk and Elections | | NOMINATION DOCUMENTS AND SIGNATURES IN LIEU OF FILING FEE PETITIONS | 8 years | EC § 17100 |
| Clerk and Elections | | PRECINCT MAPS | 12 years by Secretary of State | EC § 17501 following each general election the county election official shall file with the secretary of state copies of all precinct maps if any changes were made. If no changes just a written statement |
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| Clerk and Elections | | PRECINCT OFFICIAL MATERIAL, FEDERAL ELECTIONS | 22 months | EC § 17502 the appointment of precinct officers declaration of intention by § 12321, precinct board members applications specified by § 12300, ordering appointing members of several precinct boards and designating the polling place specified in § 12326, nominations for appointment to the precinct board by the county central committee for each qualified political party and written orders appointing precinct board members |
| Clerk and Elections | | PRECINCT OFFICIAL MATERIAL, STATE AND LOCAL ELECTIONS | 6 months | EC § 17503 see above for description of material |
| Clerk and Elections | | RECALL PETITIONS | 8 months | EC § 17400 |
| Clerk and Elections | | ROSTER OR COMBINED ROSTERS AND INDEXES | 5 years from date of election | EC § 17300 |
| Clerk and Elections | | VOTED PAPER BALLOT CARDS OF FEDERAL OFFICES | 22 months | EC § 17305 |
| Clerk and Elections | | VOTED PAPER BALLOT CARDS STATE AND LOCAL ELECTIONS | 6 months | EC § 17306 |
| Clerk of BOS/Airport | | COUNTY ORDINANCES AND RESOLUTIONS | Destroy Once Updated | Auditor maintains originals, final must be filed with county auditor |
| Clerk of the BOS | | ADVISORY BOARDS & COMMISSIONS - applications: appointed | Term of Office (Minimum 2 years) | Statewide guidelines prose Appointment + 5 years; GC § 26202 et seq. |
| Clerk of the BOS | | ADVISORY BOARDS & COMMISSIONS - applications: unsuccessful | 2 years | GC § 26202 et seq. |
| Clerk of the BOS | | ADVISORY BOARDS & COMMISSIONS - correspondence | 2 years | GC § 26202 et seq. |
| Clerk of the BOS | | AFFIDAVIT OF PUBLICATION | 2 years | Statute of limitations for mailings for annexations, special districts, bonds is 60 days; municipal government actions is 3-6 months; CCP § 337 et seq., § 349.4; GC § 26202 |
| Clerk of the BOS | | AGENDAS | 2 years | GC § 26202 |
| Clerk of the BOS | | AGREEMENTS & CONTRACTS: infrastructure over \$10,000 (\$10,000 public works): buildings, parks, redevelopment, reservoirs, sewers, streets & alleys, utilities, water. exceptions: demolitions, landscaping, street paving (10 years) | 1 year | CAO is OFR for under \$10,000; PW is OFR for under \$10,000; statute of limitations is 4 years; 10 years for errors & omissions; CCP § 337., 337.1(a), 337.15, GC § 26202, contractor has retention requirements in 48 CFR § 4.703 |
| Clerk of the BOS | | AGREEMENTS & CONTRACTS: mutual aid, joint powers (JPA) | 1 year | GC § 16202 |
| Clerk of the BOS | | AGREEMENTS & CONTRACTS: non-infrastructure over \$10,000: RFP's & bids - consultants, franchises, slurry seals, leases, professional services, (not infrastructure projects: see below) | 10 years | CAO is OFR for under \$10,000; Statewide guidelines propose completion + 5 years for Non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements. |
| Clerk of the BOS | | AGREEMENTS & CONTRACTS: reports & memos re: any agreement (including infrastructure contracts) | 10 years | statute of limitations is 4 years for contracts, (10 years for developers), CCP §§ 337., 337.1(a), 337.15, GC § 26202 |
| Clerk of the BOS | | AGREEMENTS & CONTRACTS: retirement, PERS, retirement agreements | 1 year | EEOC/ADEA (Age) requires 1 year after benefit plan termination; state law requires 2 years after action; 29 CFR § 1627.3(2); GC §§ 12946, 26202 |
| Clerk of the BOS | | AGREEMENTS & CONTRACTS: subdivision, LLAS (lot line adjustments), & LSAS (lot split agreements) | 1 year | Administrative & legal value, GC § 26202 |
| Clerk of the BOS | | AGREEMENTS & CONTRACTS: title insurance, land records | 1 year | GC § 26202 et seq. |

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| Clerk of the BOS | | AGREEMENTS OVER \$5000 (RFP/RFQ, successful bid, change orders) | Upon Completion | |
| Clerk of the BOS | | ANNEXATIONS | 1 year | GC § 26202 et seq. |
| Clerk of the BOS | | ASSESSMENT APPEALS BOARD (includes records obtained from taxpayers) | 6 years | Assessors can destroy taxpayer records after 6 years; statute of limitation for the validity of a local agency per parcel tax is 3 years; 6 months for recovery of goods seized for delinquent assessments/taxes, CCP §§ 338(m), 341 et seq.; GC § 25105.5, R&TC § 465 |
| Clerk of the BOS | | ASSESSMENT APPEALS BOARD: minutes | 1 year | GC § 25102 |
| Clerk of the BOS | | ASSESSMENT APPEALS BOARD: hearings, files | 5 years | Consistent with County Counsel's retention; statute of limitations for the validity of a local agency per parcel tax is 3 years; 6 months for recovery of goods seized for delinquent assessments/taxes, CCP §§ 338(m), 341 et seq.; GC § 215105.5, R&TC § 465 |
| Clerk of the BOS | | ASSESSMENT DISTRICTS (e.g. lighting districts): boundaries maps, diagrams, district folders | 1 year | GC § 26202 |
| Clerk of the BOS | | AUDIO TAPES (board of supervisors meetings) | 2 years | May destroy audio tapes after minutes are approved unless they are retained longer for public reference; Tapes may be recycled; statewide guidelines propose 3 months. 64 AGO 317; GC § 26201 |
| Clerk of the BOS | | AUDITOR/CHPRS: comprehensive annual reports | 1 year | GC § 26202 |
| Clerk of the BOS | | AUDITOR'S FINANCIAL REPORTS (exempt from CAFR, audits & final budgets) | 5 years | GC § 26202 |
| Clerk of the BOS | | BIDS - infrastructure | 1 year | CAO is OFR for under \$10,000; PW is OFR for under \$10,000; statute of limitations is 4 years; 10 years for Errors & Omissions; CCP §§337., 337.1(a), 337.15, GC §26202, Contractor has retention requirements in 48 CFR § 4.703 |
| Clerk of the BOS | | BIDS - unaccepted | 5 years | GC § 26202.1 |
| Clerk of the BOS | | BOND BINDERS (various types of bonds from bond counsel) | 10 years | Statute of limitations for bonds issued by local governments are 10 years; Clerk of the BOS retains for Cancellation or Maturity + 10 years; there are specific requirements for disposal of unused bonds; CCP §§ 336(a)(1) & (2), 337.5(2). |
| Clerk of the BOS | | BOND BINDERS (various types of bonds from bond counsel) | 10 years | Statute of limitations for bonds issued by local governments are 10 years; Clerk of the BOS retains for Cancellation or Maturity + 10 years; there are specific requirements for disposal of unused bonds; CCP §§ 336(a)(1) & (2), 337.5(2). |
| Clerk of the BOS | | BOOKS, RECORDS & ACCOUNTS OF SUPERVISORS | Indefinite | Authorizes the use of photograph, micrographics, photocopies of records; GC § 25105 |
| Clerk of the BOS | | BUDGET FILES | Copies- Destroyed at any time | Auditor maintains originals, final must be filed with county auditor |
| Clerk of the BOS | | BUDGETS: final - includes CIP and treasurers report | 1 year | Statewide guidelines propose completion + 2 years; GC § 26202 |
| Clerk of the BOS | | BUDGETS: primary, drafts, forecasts, line item, allocation to outside-agencies, etc. | 2 years | Statewide guidelines propose completion + 2 years; GC § 26202 |
| Clerk of the BOS | | CLAIMS & LAWSUIT | 2 years | Copy: GC § 26201 |
| Clerk of the BOS | | COMMUNITY DEVELOPMENT: conditional use permits (cups), lot divisions, parcel maps, planned unit developments (PUDs), plot plans, tract maps, sign permits, site plans, specific plans, subdivisions, variances, zone changes | 1 year | GC § 26202 |
| Clerk of the BOS | | CONFLICT OF INTEREST | 5 years | Code is revised at least biennially; FPPC opinion requires agency to retain forms and manuals for 5 years; GC § 26202 |

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|------------------|----------------------------|--|-------------------------------|--|
| Clerk of the BOS | | CONSOLIDATED ANNUAL FINANCIAL REPORTS (CAFR) | 1 year | Department preference; statewide Guidelines propose completion + 7 years: GC §§ 26202, 40802 |
| Clerk of the BOS | | CORRESPONDENCE: submitted to BOS on any subject | 1 year | See Elections for initiatives, recall or referendum petitions |
| Clerk of the BOS | | COUNTY- wide plan (draft EIR, correspondence to BOS, etc.) | 2 years | GC § 26202 |
| Clerk of the BOS | | COUNTY-wide plan (adopted plans, elements, amendments, specific plans, final EIRS) | 1 year | GC § 26202 |
| Clerk of the BOS | | CUSTODY OF BOOKS, RECORDS & ACCOUNTS OF SUPERVISORS | 5 years | Required records to be kept in clerk's office & open to public inspection; GC §§ 25104, 25105 |
| Clerk of the BOS | | DEEDS: loan programs to others (e.g. housing) | Pay-off + 2 years | GC § 26202 |
| Clerk of the BOS | | DEEDS: property owned by county | 1 year | GC § 26202 |
| Clerk of the BOS | | EASEMENTS | 1 year | GC § 26202 |
| Clerk of the BOS | | ELECTION RESOLUTIONS (calling the election, canvass, etc.) | 1 year | Retained for Historical Value, GC § 26202 |
| Clerk of the BOS | | GRAND JURY RECOMMENDATIONS, REPORTS | 10 years | GC § 26202 |
| Clerk of the BOS | | HISTORICAL LIST OF ELECTED OFFICIALS AND APPOINTMENTS MADE BY BOS (BOARD/COMMISSION MEMBERS) | 1 year | GC § 26202 |
| Clerk of the BOS | | HUMAN RESOURCES: classification/salary schedules | 2 years | Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR § 516.6(2), 29 CFR § 1602.14, GC §§ 12946, 26202 |
| Clerk of the BOS | | HUMAN RESOURCES: MOU | Expiration + 5 years | EEOC/FLSA requires 3 years for MOUs; State requires 2 years; 29 CFR § 516.5, GC §§ 12946, 26202 |
| Clerk of the BOS | | INDEXES | 1 year | GC § 26200 |
| Clerk of the BOS | | LEASE AGREEMENTS | Copies- Destroyed at any time | Clerk of BOS maintains all original Lease Agreements |
| Clerk of the BOS | | LEGISLATION (PROPOSED): county, state or federal governments | 2 years | GC § 26202 |
| Clerk of the BOS | | MASTER PLANS (i.e. general plan) | 1 year | GC § 26202 |
| Clerk of the BOS | | MINUTES (BOS) | 1 year | Brown Act challenges must be filed within 30 or 90 days of action; GC §§ 26202, 54960.1(c)(1) |
| Clerk of the BOS | | OATHS OF OFFICE | Copies - Destroy at any time | Clerk of the Board maintains originals - copies may be destroyed at any time; GC § 26201 |
| Clerk of the BOS | | ORDINANCES | 1 year | GC §§ 26202 et. seq. |
| Clerk of the BOS | | PETITIONS | 1 year | Law requires 1 year for petitions; GC § 50115 |
| Clerk of the BOS | | POLICIES/PROCEDURES | 1 year | GC § 26202 |
| Clerk of the BOS | | POSTINGS (all subjects) | 2 years | statute of limitations on Government Actions is 3-6 months; CCP § 337 et seq.; GC § 26202 |
| Clerk of the BOS | | PROJECTS - INFRASTRUCTURE (buildings, etc.) | 10 years | GC § 26202 |
| Clerk of the BOS | | PROJECTS: misc. preliminary notices | Bid Opening + 2 years | Department Preference; Statewide Guidelines propose Completion + 7 years: GC §§ 26202, 40802 |
| Clerk of the BOS | | PROJECTS: performance bonds | 10 years | Longest statute of limitations is 10 years; Conforms with Agreement Retention; statewide guidelines propose permanent; CCP §§ 336(a)(1&2), 337 et seq.; GC § 26202 |
| Clerk of the BOS | | PROJECTS-NON-INFRASTRUCTURE: contracts, notice of completion | 10 years | Longest statue of limitations is 10 years; statewide guidelines propose completion + 5 years for non-capital improvement contracts & completion + 4 years for transportation and concessionaire agreements; CCP §§ 36(a)(1&2), 337 et seq.; GC § 26202 |

| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
|--------------------|----------------------------|--|-------------------------------|---|
| Clerk of the BOS | | PROOF OF POSTING (declaration of the clerk of the board of supervisors) | 2 years | Brown Act challenges must be filed within 30 or 90 days of action; GC §§ 26202, 54960.1© (1) |
| Clerk of the BOS | | PROOF OF PUBLICATIONS (all subjects) | 2 years | A copy is filed with subject file; statute of limitations on Government actions is 3-6 months; CCP §337 et seq.; GC § 26202 |
| Clerk of the BOS | | PUBLIC HEARING NOTICES (includes undeliverable envelopes) | 2 years | |
| Clerk of the BOS | | RECORDS MANAGEMENT: destruction/retention schedule | 1 year | GC § 26202 et seq. |
| Clerk of the BOS | | RESOLUTIONS | 1 year | GC § 26202 |
| Clerk of the BOS | | ROSTER OF BOARDS AND COMMISSIONS | 2 years | GC § 26202 |
| Clerk of the BOS | | SPECIAL DISTRICTS: boundary maps, diagrams, district folders | 1 year | GC § 26202 |
| Clerk of the BOS | | SPECIFIC PLANS (adopted plans, final EIR) | 1 year | GC § 26202 |
| Clerk of the BOS | | STREETS: adoption, acceptance, functional classifications, names, numbering | 1 year | GC § 26202 |
| Clerk of the BOS | | STREETS: vacations | 1 year | Statewide Guidelines show 2 years; GC § 26202 |
| Clerk of the BOS | | SUBDIVISIONS | 1 year | GC § 26202 |
| Clerk of the BOS | | TITLE REPORTS: property owned by county | 1 year | GC § 26202 |
| Clerk of the BOS | | UNSUCCESSFUL PROPOSED AMENDMENTS TO THE COUNTY ORDINANCE CODE (all material) | 2 years | GC § 26202 |
| Clerk of the Court | | COURT MINUTES, OTHER RECORDS | Varies | Requirements for maintaining; GC § 69844, Court Rules 6.755 |
| Clerk of the Court | | MUNICIPAL AND JUSTICE COURT RECORDS IN CIVIL ACTIONS | 10 years | Order of judge required; GC § 71008 |
| Clerk of the Court | | VOUCHERS FOR CIVIL ACTIONS | 2 years | Court order required; GC § 68089 |
| Columbia Airport | | A.P.C. MINUTES / AGENDAS | 2 Years | |
| Columbia Airport | | CAMPGROUND FLY IN FILES (GROUPS ANNUAL) | Destroy After 30 Days | |
| Columbia Airport | | CAPITOL IMPROVEMENT PLANS (ACIP) | 2 Years | |
| Columbia Airport | | CHRONOLOGICAL FILES | Current +2 years (3 years) | Chronological Files |
| Columbia Airport | | CONTRACTS: services | Duration + 4 years | |
| Columbia Airport | | EMPLOYER SAFETY | Current +2 years | Training Files |
| Columbia Airport | | FLY IN FILES (airport annual) | Current +2 years (3 years) | |
| Columbia Airport | | GRANT FILES | 6 years | |
| Columbia Airport | | HANGAR PERMITS | Duration + 4 years | |
| Columbia Airport | | HANGAR WAITING LISTS | Destroy After Update | |
| Columbia Airport | | HAZ MAT RULES AND REGS | Destroy Once Updated | Onsite Regulations |
| Columbia Airport | | INVENTORY FILES | Current +2 years | |
| Columbia Airport | | LICENSES | Duration + 4 years | |
| Columbia Airport | | LONG-TERM PARKING PERMITS | Duration + 4 years | |
| Columbia Airport | | NEWS LETTERS | Copies- Destroyed at any time | |
| Columbia Airport | | NOTAMS | Current +2 years (3 years) | |
| Columbia Airport | | PESTICIDE FILES | Destroy Once Updated | Onsite Regulations/Training Files |

| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
|-------------------------------|----------------------------|---|---|---|
| Columbia Airport | | STORM WATER RECORDS | Current + 5 years (6 years) | |
| Columbia Airport | | TIE-DOWN CANCELLATION | 2 years | |
| Columbia Airport | | TIE-DOWN PERMITS | Duration + 4 years | |
| Columbia Airport | | TRANSIENT TIE-DOWN LOGS | Current + 5 years (6 years) | |
| Coroner | | CORONER REPORTS | 3 years | |
| Coroner | | CORONER'S OFFICIAL FILE | Various | Original file may be destroyed; GC § 27463.5 |
| County Auditor/ Controller | | ACCOUNTS PAYABLE | Copies- Destroyed at any time | County Auditor/Controller maintains the original |
| County Auditor/ Controller | | INVOICES | Copies- Destroyed at any time | County Auditor/Controller maintains the original |
| County Counsel | | ACCIDENT REPORTS/VEHICLES | Copies- Destroyed at any time | County Counsel and Sheriff (if appropriate) maintains originals |
| County Counsel | | ACCIDENT (INVOLVING COUNTY VEHICLES) REPORTS | Copies – Destroy at any time | County Counsel and Sheriff (if appropriate) maintain originals; GC § 26201 |
| County Counsel | | ACCIDENT (VEHICLE) REPORTS | 2 years | Claim must be filed within 2 years; GC §§ 945, 25105.5 |
| County Counsel | | BAIL BOND MOTIONS | Hearing Conclusion + 6 months | PC § 1305 |
| County Counsel | | CHRONOLOGICAL FILES (copies of attorney correspondence) | 4 years | Department preference; could reduce to the county-wide standard of 2 years total retention; GC § 26202 |
| County Counsel | | CLAIMS (filed against the county) | 5 years | Claim must be filed within 2 years; complaints against peace officers within 5 years; statute of limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP § 337 et seq.; GC §§ 945.4, 25105.5; PC § 832.5 |
| County Counsel | | CLAIMS (initiated by the county) | 5 years | statute of limitations for most contracts is 4 years; wrongful death for construction is completion + 5 years; CCP § 337 et seq. ; GC §§945, 25105.5; PC §832.5 |
| County Counsel | | DEPARTMENTAL/SUBJECT-human resources files: grievances, selection appeals, etc. | 5 years | All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§ 12946, 26202; LC § 3212 |
| County Counsel | | DEPARTMENTAL/SUBJECT-originating files: establishing a | Permanent | Department of preference: GC §26202 |
| County Counsel | | DEPARTMENTAL/SUBJECT-regular files: county department support and/or subject files | 10 years | Department of preference: GC § 26202 |
| County Counsel | | INCIDENT REPORTS | 2 years | Claim must be filed within 2 years; GC §§ 945, 25105.5 |
| County Counsel | | INDEX (card file of cases and file in office) | Permanent | Vital record; GC § 26202 |
| County Counsel | | JUVENILE COURT CASE FILES (independency actions): matters handled for the department of social services | Termination of Juvenile Court Jurisdiction + 8 years | statute of limitations runs up to age of majority + 8 years (sexual abuse); Sealing for Juveniles and Wards of the Court retained for 5 years; CCP § 340.1, GC § 26202; W&IC § 781(d) |
| County Counsel | | LITIGATION FILES: pleadings, correspondence, etc. | 10 years | Department Preference; statute of limitations for most contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 945, 25105.5; PC § 832.5 |
| County Counsel | | LITIGATION LISTING BINDER: records of all lawsuits filed against the county or its agencies | Current +2 years | Department preference: GC § 26202 |
| County Counsel | | OPINION BINDER: records of all opinions rendered | Permanent | Department Preference; Statewide guidelines propose superseded + 2 years; GC § 26202 |
| County Counsel | | OPINIONS, COUNTY COUNSEL (these are copies) | Superseded or Obsolete | Originals are maintained by County Counsel GC § 26201 |

| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
|---|----------------------------|---|--------------------------------|---|
| County Counsel | | OPINIONS/WORK REQUESTS LOG: records of all requests for an opinion, etc. | Permanent | Department Preference; GC § 26202 |
| County Counsel | | PROBATE & LPS CONSERVATORSHIP CASES FILES: matters for public guardian/public administrator | Closure + 10 years | Department Preference; statute of limitations for most contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 945, 25105.5; PC §832.5 |
| County Dept. Heads | | RECORDED RADIO AND TELEPHONE COMMUNICATIONS | 100 days | Certificate of destruction required; GC § 34090.6 |
| Dispatch | | 911 PRINTOUT | 90 days | |
| Dispatch | | 911 TAPES | 90 days | |
| Dispatch | | AMBULANCE TICKET | 2 years | |
| District Attorney's Office | | CASE MANAGEMENT COMPUTER RECORDS | Permanent | These internal data files are maintained on the departmental computer server. There are no physical files involved. |
| District Attorney's Office | | GENERAL CRIMINAL CASE FILES | 10 years | Appeal usually takes 2 years from conviction or notice of appeal. Statutes of limitation vary from 1 year in misdemeanors to 6 years in felonies with a penalty of 8 years or more. (PC §§ 800, et. seq.) |
| District Attorney's Office | | HOMICIDE CASE FILES | Permanent | There is no statute of limitation in murder cases. (PC § 799.) Homicide appeals and accompanying writs can take 10 to 15 years. |
| District Attorney's Office | | JUVENILE COURT CASE FILES | 10 years | Juvenile files should be maintained for 10 years or until the juvenile turns 18, whichever first occurs |
| District Attorney's Office | | SERIOUS AND VIOLENT FELONY, AND SEXUAL ASSAULT, CASE FILES | Permanent | There is no time limit upon the charging of a serious or violent felony as a prior conviction under the "Three Strikes" Law. (PC § 667 (c).) Prior sexual assault files can be used to prove new allegations. (EC § 1108.) |
| District Attorney's Victim-Witness Unit | | VICTIM WITNESS FILES | 10 years | Victim-Witness files are maintained for contact with the victim and for purposes of filing Victims of Violent Crime Compensation Claims. Such claims must be filed within one year of the date of the crime or when the victim reaches 18 years of age, whichever is later. (GC § 13961.) The limitation period can be extended for up to three years upon a showing of good cause. (GG § 13961.01) |
| EHD | Admin | ADVISORY LETTERS, POLICIES, GUIDANCE DOCUMENTS | Permanent | Discard upon rescission/outdated |
| EHD | CUPA Admin & Accounting | ANNUAL ENFORCEMENT SUMMARY REPORT | Permanent | |
| EHD | CUPA Admin & Accounting | ANNUAL INSPECTION SUMMARY REPORT | Permanent | |
| EHD | CUPA Admin & Accounting | ANNUAL SINGLE FEE SUMMARY REPORT | Permanent | |
| EHD | CUPA UST | AUDIT REPORTS | Permanent | |
| EHD | Accounting | AUDIT REPORTS (includes audits & annual reports) for grants | Permanent | GC § 26202, archive at end of fiscal year |
| EHD | Small Public Water System | AUDITS – includes annual reports, quarterly reports & work plans | 5 years after program reviewed | H&SC § 116345 requires monthly report and review of program every 3 years |
| EHD | Accounting | BANKING RECORDS (canceled, void or returned checks, deposits, etc.) | 1 year | Tax Collector's retains original |
| EHD | Accounting | BILLING LEDGER FOR FISCAL YEAR | 1 year | |
| EHD | Accounting | BUDGET BACKGROUND (funds requests, including supporting docs & working papers) | 8 years | |
| EHD | Accounting | CLAIMS/INVOICES/VOUCHERS INCLUDES INVOICES COVERED BY PURCHASE ORDERS, CLAIMS FOR PAYMENT FORM, & EXPENSE REIMBURSEMENT CLAIMS. | 5 years | 5 years or after audit, providing that 2 years have elapsed. |

| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
|------------------|---|--|--|---|
| EHD | Food & Consumer Protection | CLOSED FOOD ESTABLISHMENT INSPECTION REPORTS & PERMIT TO OPERATE | Destroy 5 years after facility is closed. | |
| EHD | CUPA Admin & Accounting | COMPLAINT FILES | 10 years | |
| EHD | Admin | COMPLAINT LOG | Permanent | |
| EHD | Recreational Health | CONSTRUCTION PLANS | Permanent | 22 CCR § 65507 requires 1 copy to be retained |
| EHD | Admin | CORRESPONDENCE (general) | 3 years | |
| EHD | Admin | COURT CASE FILE | 6 years | Some documents may be retained (e.g. indefinite injunctions, and terms of probation.) |
| EHD | Admin | DAILY ACTIVITY REPORT | 2 years | |
| EHD | Housing Services | DETENTION FACILITY INSPECTION REPORT | 5 years | |
| EHD | Admin | DIVISION PROGRAM PLAN | Permanent | |
| EHD | Accounting | DOCUMENTATION FOR FEDERAL OR STATE GRANTS | 3 years after annual report | |
| EHD | Small Public Water System | DOMESTIC WATER SYSTEMS, LARGE. Includes permit amendments, DHS inspection reports | 1 year | |
| EHD | Development Management Services | DRINKING WATER SOURCE ASSESSMENT & PROTECTION GRANT | 10 years | |
| EHD | Small Public Water System | DRINKING WATER SOURCE ASSESSMENT & PROTECTION GRANT | 10 years | |
| EHD | Admin | EQUIPMENT INVENTORIES | 1 year | Auditor's Office retains master |
| EHD | Accounting | EXPENSE ACCOUNTS, PER DIEM, TRAVEL RECORDS | 1 year | |
| EHD | Housing Services | EXTRA OR ADDITIONAL CONSTRUCTION PLANS | Destroy 3 years after final approval or cancellation | |
| EHD | Food & Consumer Protection | EXTRA OR ADDITIONAL FOOD FACILITY CONSTRUCTION PLANS (blueprints) | Destroy 3 years after final approval or cancellation | |
| EHD | Food & Consumer Protection | FOOD - borne illness reports | 5 years. | Retained in food facility file |
| EHD | Food & Consumer Protection | FOOD HANDLER TEST RESULTS | 5 years. | |
| EHD | CUPA Hazardous Materials | HAZARDOUS MATERIAL BUSINESS PLAN SKETCH FOR EACH FACILITY. | Destroy 5 years after site closed | |
| EHD | CUPA Hazardous Waste Generators & Tiered Permitting | HAZARDOUS WASTE GENERATOR FILES, includes inspection reports, correspondence. | 5 years. | Program will determine which documents within the file will be retained indefinitely |
| EHD | CUPA Site Remediation & Oversight | INDUSTRIAL CLEAN UP FILED IN CHRONOLOGICAL DATE RECEIVED. Consists of initial complaint investigation, reports, maps, correspondence and data compiled during mitigation activities. | Permanent | Due to County liability, these files should be kept for future property assessment. |
| EHD | Development Management Services | INFORMATION DUPLICATED ON PLANNING DIVISION REPORTS | 5 years. | |

| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
|------------------|---|--|---|--|
| EHD | Housing Services | INSPECTION REPORT & PERMIT TO OPERATE ORGANIZED CAMPS | 5 years. | |
| EHD | Recreational Health | INSPECTION REPORT & PERMIT TO OPERATE SWIMMING POOL/SPA AND WADING POOL | 5 years. | |
| EHD | CUPA Hazardous Materials | INSPECTION REPORTS & PERMIT TO OPERATE (includes inspection reports and correspondence) | 5 years. | |
| EHD | Development Management Services | INSPECTION REPORTS & PERMIT TO OPERATE LIQUID WASTE PUMPER TRUCKS | 5 years. | |
| EHD | Solid Waste Services/Local Enforcement Agency/Medical Waste | INSPECTION REPORTS & PERMIT TO OPERATE MEDICAL WASTE TREATMENT FACILITIES | 5 years. | H&SC § 118170 states permits are valid for 5 years. H&SC Part 14 on Medical Waste has several code sections requiring a 3 year retention for medical waste facilities, handlers, haulers, etc. and which also require reports to enforcement agency. |
| EHD | Small Public Water System | INSPECTION REPORTS & PERMIT TO OPERATE SMALL WATER SYSTEM. Includes inspection reports, chemical monitoring results, master file information (photos, plans, permit documents), and historical data and correspondence | 10 years | CCR §§ 64259 (b, 2, 4 & 5) |
| EHD | Solid Waste Services/ Local Enforcement Agency/ Medical Waste | INSPECTION REPORTS & PERMIT TO OPERATE SOLID WASTE FACILITIES | Dispose of only after written discard approval is given by the California Waste Board | 14 CCR § 18020 |
| EHD | CUPA UST | INSPECTION REPORTS & PERMIT TO OPERATE UST (includes inspection reports, correspondence, inventory and reconciliation reports | Permanent | Contract requirement from the State Water Resources Board. Permanent Archive |
| EHD | Admin | INTERAGENCY AGREEMENTS (agreements with state or federal agencies, cities, other counties) | 8 years | |
| EHD | Food & Consumer Protection | INVESTIGATION REQUESTS | 10 years | |
| EHD | Housing Services | INVESTIGATION REQUESTS | 10 years | |
| EHD | Recreational Health | INVESTIGATION REQUESTS | 10 years | |
| EHD | Housing Services | INVESTIGATION REQUESTS | 10 years | |
| EHD | Solid Waste Services/Local Enforcement Agency/Medical Waste | INVESTIGATION REQUESTS | 10 years | |
| EHD | Small Public Water System | INVESTIGATION REQUESTS | 10 years | |
| EHD | CUPA Admin & Accounting | INVESTIGATION REQUESTS | 10 years | |
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| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
|------------------|---|--|---------------------------------|---|
| EHD | Housing Services | INVESTIGATION REQUESTS - COMPLAINTS OF VARIOUS SUB-STANDARD CONDITIONS EXISTING IN COUNTY | 5 years | IR kept is SWEEPS database |
| EHD | Housing Services | LEAD GRANT | 6 years | 45 CFR 74.20 requires local governments receiving HHS grants to retain pertinent records for 3 years after final expenditure report and until audit |
| EHD | CUPA Site Remediation & Oversight | LEAKING UST FILES WHICH CONSIST OF REPORTS, MAPS, CORRESPONDENCE, AND DATA COMPILED DURING MITIGATION ACTIVITIES. | Permanent | Contract requirement from the State Water Resources Board |
| EHD | CUPA CEM Technical Support | LEGISLATIVE FILES. Includes chaptered legislation analyses and correspondence | 5 years | |
| EHD | Admin | LOGS (i.e., well/septic) | Permanent | Retain in office for reference |
| EHD | CUPA CEM Technical Support | MANAGEMENT REPORTS, includes quarterly/annual highlights, ab-8 reports, monthly program activity reports, calendar year reports, fiscal year reports | 5 years | Used for purposes of budget, research and audits. Re-evaluate at a later date after audit or condensed totals are made |
| EHD | Solid Waste/Local Enforcement Agency/Medical Waste | MEDICAL WASTE FACILITY REGISTRATION FORMS | 5 years | |
| EHD | Solid Waste Services/Local Enforcement Agency/Medical Waste | MEDICAL WASTE PLANS | Retain until new plan developed | H&SC §§ 117935 & 117960 require filing of plans with enforcement agency |
| EHD | CUPA Incident Response | MINUTES – hazardous material advisory committee | 5 years | |
| EHD | Admin | MINUTES OF ADVISORY BOARDS OR COMMISSIONS (non decision making bodies) | 4 years | |
| EHD | Admin | MINUTES OF OFFICIAL BOARDS OR COMMISSIONS (GOVERNING OR DECISION MAKING BODIES – official or original minutes) | Permanent | BOS has original minutes -EH retains only those pertinent to EH |
| EHD | CUPA Site Remediation & Oversight | NON-PETROLEUM SITE FILE. FILED BY FACILITY. Consists of reports, maps, correspondence, and data compiled during mitigation activities. | Permanent | Due to County liability, these files should be kept for future property assessment |
| EHD | Food & Consumer Protection | OPEN FOOD ESTABLISHMENT INSPECTION REPORTS & PERMIT TO OPERATE | 5 years | |
| EHD | Accounting | PERSONNEL RECORDS/PAYROLL | 1 year | Auditor's Office retains original |
| EHD | Admin | PROGRAM ENFORCEMENT | 5 years | |
| EHD | CUPA CEM Technical Support | PROPOSITION 65 NOTIFICATION REPORT, includes notification report, criteria sheet, follow-up, unauthorized release form, and copy of press release. | 5 years | Special files that involve Public Press Releases or Legal action may be maintained indefinitely |
| EHD | Admin | PURCHASE AND PRINTING ORDERS | 1 year | |
| EHD | Accounting | RECEIPTS AND DEPOSITS FOR ALL FEES COLLECTED – includes deposit orders, general ledger, receipts, daily, credit card transaction, etc. | 1 year | |
| EHD | CUPA Admin & Accounting | SELF AUDIT | Permanent | |

| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
|------------------|---|---|---------------------------------------|---|
| EHD | Development Management Services | SEWAGE DISPOSAL AND WELL PERMITS TEST RESULTS | Permanent | |
| EHD | Development Management Services | SUBDIVISION MAPS | Permanent | Retain subdivision maps because of pre-engineering and trenching information |
| EHD | CUPA Technical Support | SUPERFUND FILES, includes contingency reports, EIRs, fact sheets, and correspondence. | 5 years | Special files that involve Legal action may be maintained indefinitely |
| EHD | Food & Consumer Protection | TAC MINUTES | 5 years | |
| EHD | Development Management Services | TAC MINUTES | 5 years | |
| EHD | Small Public Water System | TAC MINUTES | 5 years | |
| EHD | Solid Waste Services/Local Enforcement Agency/Medical Waste | TATTOOING/PERMANENT COSMETICS INSPECTION REPORT | 5 years | |
| EHD | Development Management Services | TENTATIVE PARCEL MAPS | Permanent | Original map retained in County Surveyors. This does not include test trench information |
| EHD | CUPA Hazardous Waste Generators & Tiered Permitting | TIERED PERMITTING FILES, includes inspection reports, correspondence. | 5 years | Program will determine which documents within the file will be retained indefinitely |
| EHD | Food & Consumer Protection | TOBACCO GRANT | 6 years | |
| EHD | Admin | TRANSITORY MATERIALS (transmittal letters, informational bulletins and other materials with short-term reference. | 6 months | |
| EHD | CUPA Incident Response | TUOLUMNE COUNTY HAZARDOUS MATERIAL AREA RESPONSE PLAN AND TELEPHONE NUMBER UPDATE | Permanent | |
| EHD | Development Management Services | USE PERMIT/REZONE/ZONE CHANGES LOT LINE ADJUSTMENTS, ETC. | 5 years | Original is retained in County Planning Department |
| EHD | CUPA UST | UST INSTALLATION, REMOVAL AND MODIFICATION PLANS. | Permanent | Due to county liability, these files should be kept for future property assessment. Permanent archive |
| EHD | Solid Waste Services/Local Enforcement Agency/Medical Waste | VECTOR REPORTS i.e. rabies bite log, etc. | 5 years | |
| EHD | Small Public Water System | WATER DISCHARGE REQUIREMENT FILE | Destroy 2 years after facility closes | |
| EHD | Small Public Water System | WATER SAMPLING SHEETS - consists of bacteriological examination of waters & plant reports | 5 years | |
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| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
|------------------|----------------------------|---|------------------------------------|---|
| Elections | | STATEMENT OF ECONOMIC INTEREST annual statement of public officials disclosing financial interests as required by the political reform act. Also known as conflict of interest statement. | Copies - Destroy at any time | GC § 81009 - Official records may be destroyed after 7 years |
| Engineering | | CORRESPONDENCE FILES | 2 years | |
| Engineering | | DRAWINGS | Permanent | |
| Engineering | | PROJECT FILES | Permanent | |
| Farm Advisor | | CORRESPONDENCE-TRANSITORY (e.g. transmittal letters, thank you's, meetings, notices, etc.) see comments | Destroy at any time | Provided they are not retained in the "regular course of business" GC § 26202 |
| Farm Advisor | | AGREEMENTS: ADMINISTRATION RECORDS (correspondence, payments, etc.) | 10 years | Audit standards=7 years; statute of limitations: contracts & design spec's=4 years, wrongful death = comp. +5 years, developers = comp. + 10 years; CCP §§ 336(a), 337 et seq., GC § 26202, contractor has retention in 48 CFR § 4.703 |
| Farm Advisor | | AUDITS: all other (special districts, trust funds, etc.) | Permanent | The department supervising the audit maintains the original permanently; GC § 26201. |
| Farm Advisor | | CHRONOLOGICAL FILES (copies of correspondence) | Permanent | Department preference GC § 26202. |
| Farm Advisor | | COMMISSIONS, COMMITTEES & BOARDS: INTERNAL - E.G. safety committee | 2 years | GC § 26202 |
| Farm Advisor | | COMPLAINTS (WRITTEN FROM CITIZENS): operational or county personnel | 5 years | Statute of limitations for personal property, fraud, etc. is 3 years; wrongful death during construction is 5 years; statute of limitations for public official misconduct is discovery of offense + 4 years; claims must be filed in 6 months; state and federal laws indicate until final disposition of formal complaint; state requires 2 years after action; CCP §§ 338 et seq. 340 et seq., 342; EVC § 1045, GC §§ 9465.6, 12946, 26202; PC §§ 801.5, 803(c), VC § 2547 |
| Farm Advisor | | CORRESPONDENCE-routine (e.g. administrative, chronological, general files, letters, memorandums, miscellaneous reports, reading files, working files, etc.) | 2 years | Clerk of the Board is OFR for documents presented at BOS meeting GC § 26202 |
| Farm Advisor | | GRANTS: applications, reports, and final information | 6 years | Consistent with County Accounting Committee; HUD requirements 3 years; Uniform Admin, Requirements for Grants to Local Governments in 3 years from expenditure report; HUD § 2228.2 rev-3, 29 CFR § 97.42, GC § 26202; Grant issuer has requirements under various CFRs |
| Farm Advisor | | PERSONNEL FILES: departmental records & files | Destroy upon termination | Human Resources is OFR for official personnel files; Departments are to maintain and destroy departmental files pursuant to policy issued by the Human Resources Department GC § 26201 |
| Farm Advisor | | PRESS RELEASES | 2 years | GC § 26202 |
| Farm Advisor | | REFERENCE MATERIALS: brochures, manuals, newsletters, policies, procedures & reports: produced by outside organizations (chamber of commerce, etc.) | Non-Records Destroy at any time | Non-records |
| Farm Advisor | | REFERENCE MATERIALS: brochures, manuals, newsletters, policies, procedures & reports: produced by your department | 2 years or until revised | GC § 26202 (Whichever is later) |
| Farm Advisor | | REFERENCE MATERIALS: BROCHURES, MANUALS, NEWSLETTERS, POLICIES, PROCEDURES & REPORTS: PRODUCED BY OTHER DEPARTMENTS | When Superseded | Copies; GC § 26201 |
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|------------------|-------------------------------------|---|---|---|
| Farm Advisor | | REPORTS & STUDIES (other than annual reports) | 10 years | Information is outdated after 10 years; GC § 26202 |
| Farm Advisor | | SPECIAL EVENTS | 4 years | statute of limitations: "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC § 26202 CCP §§337, 343 |
| Farm Advisor | | SURVEYS/QUESTIONNAIRES: summaries | 2 years | Source documents are considered Transitory records and can be destroyed when no longer required; GC § 26202 |
| Farm Advisor | | TELEPHONE MESSAGES | 2 years | GC § 26202 |
| Farm Advisor | | TIME SHEETS/TIME CARDS | 4 years | Data is submitted electronically to Auditor; IRS requires 4 years; CA. requires 2 yr. Min.; FTB keeps 3 years; Cal. Dept. of Fair Requirements 4 years; Published articles show 7 10 years; IRS Req. §§ 31.6001-1(e)(2), R&TC §19530; LC § 1174(d); GC § 26202 |
| HR/Risk Manage | | PERSONNEL FILES | 5 years/7 years safety | |
| HR/Risk Manage | | RISK MANAGEMENT CLAIMS | 5 years after closed | |
| HR/Risk Manage | | WORKERS COMPENSATION | 5 years or indefinitely | Indefinitely if there is future medical liability |
| HR/IRM | | EMPLOYMENT APPLICATIONS | 1 years 5 year Safety Only | Only applications for "open" jobs are accepted and retained jobs are accepted and retained |
| HSA | Child Welfare Services/ Eligibility | ADOPTIONS AFDC/FOSTER CARE SEVERELY EMOTIONALLY DISTURBED (SED): The following are included in the case files: application and appeals; overpayments; income and eligibility verification system (IEVS) and fraud; child support and referrals; eligibility report; notice of action (NOA); verifications; correspondence; miscellaneous supporting documents | 3 years after the date the last State expenditure report was made to the Federal Dept. of Health and Human Services | Records and their supporting documents must be retained when there is an open Federal or State Audit. Case records in which criminal or civil litigation was involved are to be retained for 3 years after final claim is submitted for Federal reimbursement. While not required by regulation, it is desirable that those AFDC/CalWORKs case records, and their supporting documents, identified by CDSS as federal sample quality control cases containing as error be retained until the federal sanction process is resolved for the applicable federal fiscal year. Foster Care cases affected by the following court action will be retained until the court case is closed, settled or dismissed: <u>Bass v. Anderson</u> |
| HSA | Adult Services | ADULT PROTECTIVE SERVICES (APS). The following are included in the Case Files: cover sheet; logs; service plan; reassessment; original Referral; SOC § 341; correspondence | 3 years after closure | The manual of policies and procedures for the CDSS - §§ 10-119.2, and the W&IC § 10851 specify a minimum retention period for social services records and their supporting documents of three years. The three years retention period begins on the date on which public social services were last provided. |
| HSA | Eligibility | AFDC/Cal C43C47WORKs. The following are included in the case files: application and appeals; overpayments; income and eligibility verification system (IEVS) and fraud; child support and referrals; eligibility report; notice of action (NOA); verifications; correspondence; miscellaneous supporting documents | 3 and one-half years after closure | Cases affected by the follow court actions are kept beyond 3 years or until the court case is closed, settled or dismissed: <u>Rush v. Anderson</u> ; <u>Miller, et.al. v. Carlson</u> ; <u>Andreyeva v. Anderson</u> ; <u>Anderson v. Saenz</u> ; <u>Nickols v. Saenz</u> |
| HSA | Public Health | CA CHILDREN'S SERVICES MEDICAL RECORDS | 7 years from date of last service and until the age of 21 | |
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| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
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| HSA | Child Support | CHILD SUPPORT/278L Case Files | 3 years after the date the last quarter's State expenditure report is made to the Fed. | Federal regulations require closed case records to be retained for three years after the date that the last quarter's State expenditure report is made to the Federal Government. for the Federal fiscal year that the records were closed. Federal Regulation 45 CFR § 74.53 sets forth the requirements for certain records, which have retention requirements which vary from this general rule. Some records require a longer retention period. These include: Records and their supporting documentation must be retained when they are the subject of an open federal or state audit. Records and their supporting documentation must be retained when they are the subjects of pending civil litigation or when court orders require extended retention periods. |
| HSA | Child Welfare Services | CHILD WELFARE SERVICES (CWS). The following are included in the case files:- court reports; placement documentation; child's education documents; eligibility; relative placement assessment; case notes; law enforcement documentation; medical/mental health; drug testing; correspondence; case plan/assessment | 3 years or 10 years after closure for cases sent to the DOJ | The manual of policies and procedures for the CDSS - §§ 10-119.2, and the W&I Code § 10851 specify a minimum retention period for social services records and their supporting documents of three years. The three years retention period begins on the date on which public social services were last provided. Substantiated and inconclusive case files sent to the Department of Justice (DOJ) must be kept for 10 years after case is closed. |
| HSA | Public Health | COMMUNICABLE DISEASE RECORDS (TB and Typhoid) | Patients lifetime | |
| HSA | Eligibility | COUNTY MEDICAL SERVICES PROGRAM (CMSP). The following are included in the Case Files: application and appeals; overpayments; income and eligibility verification system (IEVS) and fraud; child support and referrals; eligibility report; notice of action (NOA); verifications; correspondence; miscellaneous supporting documents | 3 and one-half years after closure | Generally, counties must retain Medi-Cal records documenting eligibility as well as budget documents for three and one-half years after the case is closed. Records are supposed to be retained for three years after the State submits its claim to the Federal Government. Because of the length of time required for Medi-Cal providers to submit claims and for the claims to be processed, the Medi-Cal expenditure report will not be submitted until six months to a year from the month of service. In the case of pending litigation or court orders, the Department may require counties to retain specified classes of cases beyond this period. The general statute in California (W&IC § 10851) required that public social service records (aid and services) be maintained for three years from the last date of aid or services. |
| HSA | Public Health | FAMILY PLANNING MEDICAL RECORDS | 7 years from date of last service and until the age of 21 | |
| HSA | | FISCAL RECORDS | 7 years | |
| HSA | Eligibility | GENERAL ASSISTANCE (GA). The following are included in the Case Files: application and appeals; overpayments; income and eligibility verification system (IEVS) and fraud; child support and referrals; eligibility report; notice of action (NOA); verifications; correspondence; miscellaneous supporting documents | 3 years after the date the last State expenditure report was made to the Federal Dept. of Health and Human Services And Until Paid in Full | |
| HSA | Public Health | GRANT RECORDS | End of contract + 3 years | |
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| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
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| HSA | Public Health | MEDI-CAL ADMINISTRATIVE ACTIVITIES (MAA) and TARGETED CASE MANAGEMENT (TCM) | 3 years after closure | All records in support of allowable MAA activities and/or TCM services must be maintained for a minimum of three fiscal years, after the end of the quarter in which the LGA or LEC incurred the expenditures. If an audit is in progress, or forthcoming, all records relevant to the audit shall be retained until the audit's duration or the final resolution of all audit exceptions, deferral and/or disallowance. |
| HSA | Eligibility | MEDI-CAL. The following are included in the case files:- application and appeals; overpayments; income and eligibility verification system (IEVS) and fraud; child support and referrals; eligibility report; notice of action (NOA); verifications; correspondence; miscellaneous supporting documents | 3 and one-half years after closure | Generally, counties must retain Medi-Cal records documenting eligibility as well as budget documents for three and one-half years after the case is closed. Records are supposed to be retained for three years after the State submits its claim to the Federal Government. Because of the length of time required for Medi-Cal providers to submit claims and for the claims to be processed, the Medi-Cal expenditure report will not be submitted until six months to a year from the month of service. In the case of pending litigation or court orders, the Department may require counties to retain specified classes of cases beyond this period. The general statute in California (W&IC § 10851) required that public social service records (aid and services) be maintained for three years from the last date of aid or services. |
| HSA | Eligibility | PAINA FOOD STAMPS. The following are included in the Case Files: application and appeals; overpayments; income and eligibility verification system (IEVS) and fraud; child support and referrals; eligibility report; notice of action (NOA); verifications; correspondence; miscellaneous supporting documents | 3 years from the month of origin for Program Records and 3 Years from the date of closure for fiscal records | All program records are to be retained for a period of three years from the month of origin. Second, all fiscal records and accountable documents are to be retained for three years from the date of fiscal or administrative closure. Cases affected by the follow court actions will be retained until the court case is closed, settled or dismissed: <u>Aktar v. Anderson</u> ; <u>Anderson v. Saenz</u> ; <u>Lomeli v. Saenz</u> ; <u>Lopez v. Espy</u> ; <u>Vang v. Healy</u> . Records and their supporting documents for which there is an open Federal or State audit must be retained until resolved. |
| HSA | Eligibility | WELFARE FRAUD. The following are included in the case files: referral; investigative reports; documentation of evidence | 3 years after closure and records are retained for 5 years or longer in the event of overpayment or litigation | The manual of Policies and Procedures for the CDSS - §§ 10-119.2, and the W&I Code § 10851 specify a minimum retention period for social services records and their supporting documents of three years. The three years retention period begins on the date on which public social services were last provided. Records may be retained up to five years or longer in the event of overpayment or litigation. |
| HSA | Employment Services | WELFARE TO WORK (WTW). The following are included in the case files: correspondence; status reports; referrals/ feedback; agreement/ plans; appraisal; compliance; child care providers | 3 years after the date the last State expenditure report was made to the Federal Dept. of Health and Human Services | Records and their supporting documents must be retained when there is an open Federal or State Audit. Case records in which criminal or civil litigation was involved are to be retained for 3 years after final claim is submitted for Federal Reimbursement. Case files are retained beyond 3 years if a financial sanction was imposed |
| HSA+A383 | Adult Services | IN-HOUSE SUPPORTIVE SERVICES (IHSS). The following are included in the case files: miscellaneous supporting documents; correspondence; verification; face sheet; SOC § 293; notice of action (NOA) | 3 years after closure | The manual of Policies and Procedures for the CDSS - §§ 10-119.2, and the W&I Code § 10851 specify a minimum retention period for social services records and their supporting documents of three years. The three years retention period begins on the date on which public social services were last provided. IHSS cases affected by the following court actions will be retained until the court case is closed, settled or dismissed:- <u>Miller v. Woods</u> :- <u>Tyler v. Anderson</u> |
| Human Resources | | ACCIDENT AND INJURY REPORTS-EMPLOYEE (employee injuries, not including county property - e.g. county Property- e.g. workers compensation) | Copies - Destroy at any time | Human Resources and Sheriff (if appropriate) maintain originals; GC § 26201 |

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| Human Resources | | ACCIDENT REPORTS/EMPLOYEES | Copies- Destroyed at any time | Human Resources and Sheriff (if appropriate) maintains originals |
| Jail | | DAILY LOGS | 5 years | |
| Jail | | DISPOSITIONS | 5 years | |
| Jail | | INMATE FILE | 5 years | Contains booking slip, sentence form, property intake form, minute order, property receipt, classification form, property release form, all systems. |
| Jail | | MAINTENANCE LOGS | 5 years | |
| Jail | | NO SHOW COMMITMENTS | 5 years | |
| Jail | | POPULATION ROSTER | 5 years | |
| Jail | | POST LOGS | 5 years | |
| Jail | | SAFETY CELL CHECKS | 5 years | |
| Jail | | TELETYPES | 5 years | |
| Jail | | TITLE 15 LOGS | 5 years | |
| Jail | | VISITOR LOGS | 5 years | |
| Jail | | YARD LOGS | 5 years | |
| Justice Court Judge | | JUSTICE COURT RECEIPTS | not Stated | Requirements for issuance, numbering, filing § 71661 |
| Land Use Development | | CORRESPONDENCE FILES | 2 years | |
| Land Use Development | | PERMITS | indefinitely | |
| Land Use Development | | PROJECT FILES | Permanent | |
| Lead Department | | APPEALS (e.g. planning commission, tax exemptions) | 2 years | Lead department maintains records as part of their file; GC § 26202 |
| Library | | ACCIDENT (INVOLVING COUNTY VEHICLES) REPORTS | Copies - Destroy at any time | County Counsel and Sheriff (if appropriate) maintain originals; GC § 26201) |
| Library | | ACCOUNTS RECEIVABLE (patron accounts of non-returned library items, unpaid fines and bills, damage charges etc.) | FY + 4 years | |
| Library | | AGREEMENTS- UNSUCCESSFUL BIDS - infrastructure | Bid Opening + 5 years | Unaccepted infrastructure bids are required for 5 years; county records are a minimum of 2 years; special districts are required to keep public works unaccepted bids for 2 years; GC §§ 26202, 26202.1 |
| Library | | AGREEMENTS- UNSUCCESSFUL BIDS - not infrastructure | Bid Opening + 2 years | County records are a minimum of 2 years; special districts are required to keep public works unaccepted bids for 2 years; GC §§ 26202, 26202.1 |
| Library | | AGREEMENTS: ADMINISTRATION RECORDS (CORRESPONDENCE, PAYMENTS, ETC.) | 10 years | Published audit standards=7 years; statute of limitations: contracts & design spec's = 4 years, wrongful death =comp. +5 years, developers = comp. +10 years; CCP §§ 336(a), 337 et seq., GC § 26202, contractor has retention in 48 CFR § 4.703 |
| Library | | BAD DEBTS RECORDS OF UNCOLLECTABLE ACCOUNTS - includes: invoices & related backup | note | Records may be destroyed in Accordance with Retention Schedule. Once account deemed non-collectable, account is 5Y past statute of limitations, or relief of accountability granted, whichever comes earlier. |
| Library | | BOARD OF SUPERVISORS LIBRARY - recreations subcommittee: includes: agendas, notices, minutes, etc. | 2 years | Brown Act challenges must be filed within 30 or 90 days of action, GC §§ 26202, 54960 (1)(c) (1) |
| Library | | BUDGET RECORDS (used to prepare and support the budget) | FY + 4 years | |
| Library | | CHRONOLOGICAL FILES (copies of director's correspondence) | 4 years | |
| Library | | COMMISSIONS, COMMITTEES & BOARDS: citizens advisory formed by county administrator or department head - E.G. task force (all records) | 2 years | GC § 26202 |

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| Library | | COMPLAINTS (WRITTEN FROM CITIZENS): operational or county personnel | 5 years | Statute of limitations for personal property, fraud, etc. is 3 years; wrongful death during construction is 5 years; statute of limitations for public official misconduct is discovery of offense + 4 years; claims must be filed in 6 months; state and federal laws indicate until final disposition of formal complaint; state requires 2 years after action; CCP §§338 et seq. 340 et seq., 342; EVC 1045, GC §§9465.6, 12946, 2602; PC §§801.5, 803(c), VC2547 |
| Library | | COMPUTER BACKUPS (computer backups of systems, applications and data files. | 1 week | |
| Library | | COMPUTER DATABASE MASTER DATABASE FOR THE TUOLUMNE COUNTY LIBRARY INCLUDES: circulation and patron information. | Active | Records are constantly updated. |
| Library | | CONSTRUCTION FILES project files for construction or renovation of library facilities. incl.: bid, contract, and construction documents, correspondence, reports, studies, design records, safety records and environmental docs | Permanent | CCP § 337.15 statute of limitation on actions on latent deficiencies in design, survey, construction, inspection, etc. is 10 years after completion of project except in case of fraud, personal injury or death. If library no longer wants to keep official record send to county archives. |
| Library | | CONSTRUCTION FILES maps, plans blueprints | Permanent | CCP § 337.15 statute of limitation on actions on latent deficiencies in design, survey, construction, inspection, etc. is 10 years after completion of project, except in case of fraud, personal injury or death. If library no longer wants to keep official record send to county archives. |
| Library | | CONTRACTS AND AGREEMENTS (contracts for goods & services not related to construction.) includes: contracts, change orders, amendments, correspondence, and other backup | 5 years | CCP § 337.15 statute of limitation on actions is 4 years after the expiration or termination of contract. |
| Library | | CORRESPONDENCE- transitory (e.g. transmittal letters, thank you's, meetings, notices, etc.) see comments | Destroy at any time | Provided they are not retained in the "regular course of business" GC § 6202 |
| Library | | CORRESPONDENCE-routine (administration, chronological general files, letters, misc. reports) | 2 years | |
| Library | | GIFTS AND DONATIONS (private, copies of correspondence, descriptions or donations, etc.) | 8 years | Matches other grant retention |
| Library | | GRANTS: applications, reports, and final information | 6 years | Consistent with County Accounting Committee; HUD requirements 3 years; Uniform Admin, Requirements for Grants to Local Governments in 3 years from expenditure report; HUD § 2228.2 rev-3, 29 CFR § 97.42, GC § 26202; Grant issuer has requirements under various CFRs |
| Library | | INTERLIBRARY LOAN DOCUMENTS USED TO SUPPORT INTERLIBRARY LOAN TRANSACTIONS. INCLUDES PATRON REQUEST CARDS, AND PERIODICAL REQUEST FORMS. | Upon Completion | Destroy records after the Interlibrary Loan Transaction is complete. Items containing patron circulation information are confidential in accordance GC § 6254(j). |
| Library | | INTERLIBRARY LOAN TRANSACTION REPORT (report filed with the state documentation interlibrary loan transaction), includes reports and backup. | Fiscal year + 4 years | 5 CCR § 20265(b): Permits destruction of records after 4 years. |
| Library | | LIBRARY HISTORY- Tuolumne County (items that illustrate the history of the Tuolumne county library). includes: scrap books, histories, newspaper clippings, etc | Permanent | If the library no longer wants to retain records they should be sent to the County Archives for permanent retention |
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| Library | | LITERACY PROGRAM RECORDS OF LEARNERS AND TUTORS IN THE READING PLUS LITERACY PROGRAM. Includes intake form, test results, etc. | 5 years | Destroy records 5 years after the close of the file or when the file becomes inactive. Records identifying students are confidential. |
| Library | | PATRON REGISTRATION COMPLETED APPLICATIONS FOR LIBRARY CARDS. (Includes: registration cards. | Review | Destroy records after review by Supervisor. |
| Library | | PERSONNEL FILES: departmental records & files | Destroy upon termination | Human Resources is OFR for official personnel files; Departments are to maintain and destroy departmental files pursuant to policy issued by the Human Resources Department GC § 26201 |
| Library | | PRESS RELEASES | 2 years | GC § 26202 |
| Library | | REFERENCE MATERIALS: BROCHURES, MANUALS, NEWSLETTERS, POLICIES, PROCEDURES & REPORTS: PRODUCED BY LIBRARY | 2 years or when superseded | GC § 26202 (Whichever is later) |
| Library | | REPORTS & STUDIES (other than annual reports) | 10 years | Information is outdated after 10 years; GC § 26202 |
| Library | | REPORTS: ANNUAL (such as the annual report to the public library fund, state librarian, for the certification necessary to receive state funds, and annual literacy program reports sent to the state) | Permanent | EDC § 18023 requires the filing of an annual report with the State Librarian to obtain state funding. If the library no longer wants to retain the records, they should be sent to the County Archives for permanent retention. |
| Library | | STATISTICS-PERMANENT detailed financial and operational statistics. Includes periodic and year end statistics. | Permanent | If the library no longer wants to retain records they should be sent to the County Archives for permanent retention. |
| Library | | SURVEYS/QUESTIONNAIRES: summaries | 2 years | Source documents are considered Transitory records and can be destroyed when no longer required; GC § 26202 |
| Library | | TIME SHEETS/TIME CARDS | 4 years | Data is submitted electronically to Auditor; IRS requires 4 years; CA requires 2 yr. Min.; FTB Keeps 3 years; Cal. Dept. of Fair Requirements 4 years' Published articles show 7 10 years: IRS Req. §§ 31.6001-1(e)(2), R&TC § 19530; LC § 1174(d); GC § 2602 |
| Library | | VOLUNTEERS PERSONNEL NOTES AND RECORDS OF HOURS SERVED BY VOLUNTEERS, includes: personnel notes, volunteer timesheet. | CAL + 5 years | |
| Library | | WORK ORDERS/PURCHASE REQUEST FORM USED TO REQUEST REPAIRS AND SERVICES FROM THE FACILITIES MANAGER, includes: branch, request signatures, approval, cost, remarks. | Upon Completion | Destroy copies after completion of the request. |
| Office of Revenue Recovery | | ACCOUNT ADJUSTMENT FORMS. | 2 years | GC § 26202 |
| Office of Revenue Recovery | | AGED ACCOUNTS LIST | 2 years | GC § 26202 |
| Office of Revenue Recovery | | ALL PAPER RECORDS OF ACCOUNTS PAID IN FULL. | 2 years | GC § 26202 |
| Office of Revenue Recovery | | COMPUTER FILES OF ACCOUNTS PAID IN FULL FOR 4 YEARS INCLUDING ALL RECORDS OF PAYMENTS | 4 years | |
| Office of Revenue Recovery | | DAILY REPORTS OF PAYMENTS RECEIVED | 2 years | GC § 26202 |

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| Office of Revenue Recovery | | MISCELLANEOUS MANAGEMENT REPORTS. | 2 years | GC § 26202 |
| Office of Revenue Recovery | | MONTHLY REPORTS OF MONEY COLLECTED FOR EACH COUNTY DEPARTMENT | 2 years | GC § 26202 |
| Office of Revenue Recovery | | MONTHLY REPORTS OF NEW ACCOUNTS ADDED. | 2 years | GC § 26202 |
| Office of Revenue Recovery | | RECEIPTS, DEPOSIT PERMITS, CASH DRAWER DAILY BALANCING SHEETS AND MONTHLY CASH STATEMENTS | 2 years | GC § 26202 |
| Probation Department | | PROBATION RECORDS | 5 years | Not stated; CCP § 131.3 |
| Public Defender | | CLAIM FORMS | 2 years | |
| Public Defender | | CLIENT FILES - conservatorship (LPS) | 4 years | |
| Public Defender | | CLIENT FILES - contempt | 4 years | Active status depends on length of probation |
| Public Defender | | CLIENT FILES - felonies | 8 years | Standard probation for felonies is five years |
| Public Defender | | CLIENT FILES - misdemeanors | 4 years | Standard probation for misdemeanor is three years |
| Public Defender | | CLIENT FILES - parental rights | 4 years | |
| Public Defender | | CORRESPONDENCE - non client related | 2 years | |
| Public Defender | | TELEPHONE LOGS | 2 years | |
| Purchasing Agent | | REQUISITIONS | 3 years | Not stated; GC § 25501.5 |
| Recorder | | CONTRACTS, SPECIFICATIONS, BONDS | May be returned 2 years after completion, or destroyed after 5 years | not stated; GC § 27205 |
| Recorder | | DOCUMENTS UNDELIVERABLE BY MAIL & UNCALLED FOR | 10 years | Paper records may be destroyed after 2 years if imaged |
| Recorder | | DONDERO TRAIL | Copies- destroyed at any time | Recorders Office maintains all originals |
| Recorder | | EASEMENTS | Copies- Destroyed at any time | Recorders Office maintains all originals |
| Recorder | | ENCROACHMENT PERMITS | Copies- Destroyed at any time | Recorders Office maintains all originals |
| Recorder | | FEDERAL TAX LIENS | 8 years | Not stated; GC § 27206 |
| Recorder | | INDICES: all official records, vital statistics, etc. | Permanent | GC §§ 26202, 27320-27336, 27360-27388 |
| Recorder | | LAYOUT SHEETS, RIGHT OF WAY MAPS | not Stated | Requirements for maintaining and filing; S-H §§ 128-129 |
| Recorder | | MAPS | indefinitely | GC §§ 26202, 66464-66468, 66469-66472 |
| Recorder | | TEMPORARY INDEX SHEETS PREPARED BY KEY PUNCH OR PRINTING MACHINE | 1 year | May be destroyed after permanent indexes completed from same key punch cards; GC § 27265 |
| Recorder | | VITAL STATISTICS: births, death & marriage certificates | Permanent | GC §§ 26202, 27320-17336, 27360-27388 |
| Recreation | | AGREEMENTS: ADMINISTRATION RECORDS (correspondence, payments, etc.) | 10 years | Published audit standards=7 years; statute of limitations: contracts & design spec's=4 years, wrongful death = comp. +5 years, developers = comp. + 10 years; CCP §§ 336(a), 337 et seq., GC § 26202, contractor has retention in 48 CFR § 4.703 |
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| Recreation | | COMPLAINTS (WRITTEN FROM CITIZENS): OPERATIONAL OR COUNTY PERSONNEL | 5 years | statute of limitations for personal property, fraud, etc. is 3 years; wrongful death during construction is 5 years; statute of limitations for public official misconduct is discovery of offense + 4 years; Claims must be filed in 6 months; State and Federal laws indicate until final disposition of formal complaint; State requires 2 years after action; CCP §§ 338 et seq. 340 et seq., 342; EVC § 1045, GC §§ 9465.6, 12946, 26202; PC §§ 801.5, 803(c), VC § 2547 |
| Recreation | | CORRESPONDENCE-routine (e.g. administrative, chronological, general files, letters, memorandums, miscellaneous reports, reading files, working files, etc.) | 2 years | Clerk of the Board is OFR for documents presented at BOS meeting GC § 26202 |
| Recreation | | CORRESPONDENCE-TRANSITORY (e.g. transmittal letters, thank you's meetings, notices, etc.) see comments | Destroy at any time | Provided they are not retained in the "regular course of business" GC § 26202 |
| Recreation | | GRANTS: applications, reports, and final information | 6 years | Consistent with County Accounting Committee; HUD requirements 3 years; Uniform Admin, Requirements for Grants to Local Governments in 3 years from expenditure report; HUD § 2228.2 rev-3, 29 CFR § 97.42, GC § 26202; Grant issuer has requirements under various CFRs |
| Recreation | | INCIDENT REPORTS | 3 years | |
| Recreation | | PERSONNEL FILES: DEPARTMENTAL RECORDS & FILES | Duration of Employment plus 1 year | Human Resources is OFR for official personnel files; Departments are to maintain and destroy departmental files pursuant to policy issued by the Human Resources Department GC § 26201 |
| Recreation | | PROPERTY: EQUIPMENT INVENTORY, SPECIFICATIONS | | All departments are required to file inventories with Clerk or Auditor, which must be retained for 5 years; GC §§24051, 26202 |
| Recreation | | REFERENCE MATERIALS: brochures, manuals, newsletters, policies, procedures & reports: produced by your department | 2 years | GC § 26202 |
| Recreation | | REPORTS & STUDIES (other than annual reports) | 10 years | Information is outdated after 10 years; GC § 26202 |
| Recreation | | BOARD OF SUPERVISORS SUBCOMMITTEES: (agendas, notices, correspondence, etc.) | 2 years | Brown Act challenges must be filed within 30 or 90 days of action; GC §§ 26202, 54960.1(c)(1) |
| Recreation | | COMMISSIONS, COMMITTEES & BOARDS: INTERNAL - E.G. SAFETY COMMITTEE | 2 years | GC § 26202 |
| Recreation | | REFERENCE MATERIALS: brochures, manuals, newsletters, policies, procedures & reports: produced by outside organizations (chamber of commerce, etc.) | Non-Records Destroy at any time | Non-records |
| Recreation | | REFERENCE MATERIALS: brochures, manuals, newsletters, policies, procedures & reports: produced by your department | When Superseded | Copies; GC § 26201 |
| Recreation | | SPECIAL EVENTS, e.g. orient express run, facility use applications | 4 years | statute of limitations: "...liability founded upon an instrument in writing" or not specifically provided for is 4 years; GC § 26202 CCP §§ 337, 343 |
| Recreation | | SURVEYS/QUESTIONNAIRES: summaries | 2 years | Source documents are considered Transitory records and can be destroyed when no longer required; GC §26202 |
| Reporter | | REPORTING NOTES | 10 years | May be destroyed by court reporter or clerk; GC § 69955 |
| Road | | CORRESPONDENCE FILES | 2 years | |
| Road | | PROJECT FILES | Permanent | |
| Road | | ROAD FILES | indefinitely | |
| Sheriff | | 11850 HEALTH AND SAFETY CODE CRIME REPORTS | Permanent | |
| Sheriff | | 290 PENAL CODE CRIME REPORTS | Permanent | |

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| Sheriff | | DAILY BULLETIN/PUBLIC LOG | 2 years | |
| Sheriff | | FELONY CRIME REPORTS | 3 years | Providing: 1) It does not have an unserved warrant. 2) It does not involve a stolen vehicle or firearm that has not been recovered. 3) It does not include violations listed in PC § 800. 4) The case is not presently involved in either civil or criminal litigation. |
| Sheriff | | FELONY CRIME REPORTS INVOLVING CRIMINAL DEATH CASES | Permanent | |
| Sheriff | | FIELD INVESTIGATION CARDS | 2 years | |
| Sheriff | | FILED PAPERS OR RECORDS BOOKS CREATED UNDER LAND TITLE ACT | Varies | Destruction subject to GC §§ 26205.5; 27207. |
| Sheriff | | INFRACTION CITATIONS | 3 years | |
| Sheriff | | MISCELLANEOUS NON-CRIMINAL OFFICER'S CONTACT REPORTS | 2 years | |
| Sheriff | | MISDEMEANOR CRIME REPORTS | 3 years | Providing that case does not have an unserved warrant and is not involved in a civil or criminal litigation |
| Sheriff | | RECORDS OF LOST AND FOUND ITEMS | 2 years | |
| Sheriff | | UNSERVED FELONY WARRANTS AND CORRESPONDING CASES | 5 years | Warrant is returned to Court |
| Sheriff | | UNSERVED MISDEMEANOR WARRANTS AND CORRESPONDING CASES | 3 years | Warrant is returned to Court |
| Sheriff's Civil | | CONCEALED WEAPONS PERMIT APPLICATION | 3 years | |
| Solid Waste | | ACCOUNTING FILES | 5 years | |
| Solid Waste | | CORRESPONDENCE | 2 years | |
| Solid Waste | | PROJECT FILES | Permanent | |
| Special Districts | | PROPOSALS, BIDS, FOR CONSTRUCTION | 2 years | Resolution required by legislative body of district; GC § 60202 |
| Special Districts | | SPECIAL DISTRICT DUPLICATE RECORDS | None | Resolution required by legislative body of district. Original or photographic copy must be on file; GC § 60200 |
| Special Districts | | SPECIAL DISTRICT RECORDS | 2 years | Resolution required by legislative body of district. Record required by statute expected; GC § 60201 |
| Special Districts | | SPECIAL DISTRICT RECORDS | None | Resolution required by legislative body of district. Establishes conditions for microfilming; GC § 60203 |
| Survey | | CORRESPONDENCE | 2 years | |
| Survey | | MAPS | indefinitely | |
| Survey | | PROJECT FILES | 5 years | |
| Tax Collector | | ABSTRACT, UNSECURED | 5 years | R & T § 2928 -After paid or relief of accountability |
| Tax Collector | | BANKRUPTCY FILES | 2 years | GC § 26202 |
| Tax Collector | | CORRESPONDENCE (inter-department memos, published legal notices, bulk transfers) | 2 years | GC § 26202 |
| Tax Collector | | DEPOSIT PERMITS, JOURNAL ENTRIES, CASH RECEIPT BOOKS | 5 years | GC § 26202 |
| Tax Collector | | LIENS AND LIEN RECORDS | 12 years | GC §§ 26205, 26205.1 |
| Tax Collector | | MOBILE HOME TAX CLEARANCE CERTIFICATES | 2 years | GC § 26202 |
| Tax Collector | | PROPERTY SOLD AND DEEDED REPORTS | 12 years | GC § 26205.1 |
| Tax Collector | | PUBLIC SALES/AUCTION RECORDS | 12 years | GC §§ 26205, 36205.1 |
| Tax Collector | | SILVER MEDALLION DEPOSITS | 5 years | GC § 26202 |
| Tax Collector | | SUMMARY JUDGMENT UNSECURED TAXES | 10 years | R&TC § 3105 |
| Tax Collector | | SUPPLEMENT TAX ROLLS (cross-reference, breakdown, refunds and reconstitution) | 12 years | R&TC § 4377 |

| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
|-----------------------------|-----------------------------|---|-----------------|--|
| Tax Collector | | SUPPLEMENTAL TAX TRANSFER TO UNSECURED | 12 years | GC § 26205.1 |
| Tax Collector | | TAX BILL PAID STUBS, CORTAC TAPE PAYMENTS | 2 years | GC § 26202 |
| Tax Collector | | TAX COLLECTION TRUST RECORDS | 12 years | GC § 26205 |
| Tax Collector | | TAX COLLECTORS CERTIFICATES OF REDEMPTION | 12 years | R&TC § 4107 |
| Tax Collector | | TAX PAYMENT RECORDS AND RECEIPTS | 2 years | GC §26202 |
| Tax Collector | | TAX PREPAYMENT (BLA'S, mobile homes parcel maps, subdivisions) | 5 years | GC §26202 |
| Tax Collector | | TAX ROLLS, DELINQUENT, SECURED AND SUPPLEMENTAL | 12 years | R&TC §4377 |
| Tax Collector | | TAX ROLLS, GENERALLY | 2 years | Not stated; GC §26908 |
| Tax Collector | | TAX ROLLS, UNSECURED | 5 years | R&TC §2928 |
| Tax Collector | | TAX-DEFAULTED SUBJECT TO POWER TO SELL RECORDS | 12 years | GC § 26205 |
| Tax Collector | | TOT FILES | 7 years | |
| TGH - All Other Departments | TGH - All Other Departments | BUSINESS RECORDS | Varies | The record retention schedule of all other TGH department records is as proposed in the "Records Retention Guide," Sixth Edition - July 1997, published by the California Healthcare Association. |
| TGH Business Office | TGH Business Office | PATIENT ACCOUNTS INFORMATION | 6 years | Since 1/01/99 all patient claims and account information are stored on the hospital's Meditech system. Paper records will be maintained offsite until at least six years of data is stored in Meditech. 22 C.C.R., § 51502.1 |
| TGH Laboratory | TGH Laboratory | OUTPATIENT CLINICAL TEST RESULTS | 2 years | Reports must be kept at least two years. 42 CFR § 493.1107. Since 1/01/99 all test reports of studies performed at TGH have been maintained on the Meditech system. |
| TGH Medical Records | TGH Medical Records | PATIENT RECORDS (includes inpatient, emergency room, clinic and outpatient surgery records) | 10 years | Non-emancipated minors - 1 year after reaching age 18, and in no event less than seven years. HSC, § 123145, 22 CCR §§ 70751(c), 71551(c); 72543(a), 74731(d), 75055(a), 77143(c), and 79351(a). |
| TGH Radiology | TGH Radiology | X-RAY FILMS | 7 years | Films are retained for seven years. Report copies are maintained for 10 years, the same retention as other medical records. |
| Transportation | | ACCOUNTING FILES | 4/7 years | 4 years for state funds, 7 years for federal funds |
| Transportation | | CORRESPONDENCE | 2 years | |
| Transportation | | PROJECT FILES | 5 years | |
| Treasurer | | BANK STATEMENTS | 5 years | GC §26202 |
| Treasurer | | BONDS | 5 years | After the life of the bond or after last audit. |
| Treasurer | | BOOKS OF ACCOUNT FOR RECEIPTS & WARRANTS | 5 Years | GC § 27002.1 |
| Treasurer | | CANCELLED BONDS & INT. COUPONS | 5 Years | Conditions fixed by Treasurer; GC § 53921 |
| Treasurer | | DAILY CASH COUNT REPORTS | 2 years | GC § 26202 |
| Treasurer | | DEPOSIT PERMITS | Varies | GC § 26202, GC § 26205.5, 27001 |
| Treasurer | | INVESTMENT RECORDS | 5 years | GC § 26202 |
| Treasurer | | PURCHASE ORDER | 2 years | GC §26202 |
| Treasurer | | RECEIPT & DISBURSEMENT REPORTS | 5 years | Requirements for submission & filing; GC §27063 |
| Treasurer | | TREASURY CORRESPONDENCE | 3 years | GC § 26202 |
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| Office of Record | Item No. OR Classification | Record Category | Total Retention | Comments/Reference |
|--|----------------------------|-----------------|-----------------|--------------------|
| Retention begins when an act is complete and implies a full file folder (e.g. last document + 2 years) since disposal is normally by file folder. Court orders, litigation, complaints, and/or claims suspend normal retention periods. | | | | |
| When retention is not specified by statute a reasonable retention period should be established by the responsible office, documented in their retention schedule, AND then followed. Establishing and following your "normal course of doing business" may be critical in the event of litigation. Do NOT save records "just in case". | | | | |
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Legend of Abbreviations

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| ACIP = Airport Capital Improvement Plan | EC = Election Code | MOU = Memorandum of Understanding |
| ACO = Animal Control Officer | EDC = Education Code | NOA = Notice of Action |
| ADEA = Age Discrimination in Employment Act | EEOC = Equal Employment Opportunity Commission | NOD = Notice of Decision |
| AG = Agricultural Department | EHD = Environmental Health Department | NOE = Notice of Exemption |
| AGO = Attorney General Opinion | EIR = Environmental Impact Report | OD = Optical disk, CD, DVD |
| ALUC = Airport Land Use Commission | ENF = Enforcement Letters for Pesticides | OFR = Office of Record |
| APC = Air Pollution Control | EXP = Expiration | ORR = Office of Revenue Recovery |
| BBA = Board of Building Appeals | F & V = Fruit & Vegetable | PC = Penal Code |
| BLA = Boundary Line Adjustment | F&GC = Fish & Game Code | PCB = Pest Control Business |
| BOS = Board of Supervisors | Fd & Ag = Food & Agriculture | PCOR = Preliminary Change of Ownership Record |
| BOSPC = Board of Supervisors Planning Committee | FPPC = Fair Political Practices Commission | PDP = Pest Detection Report |
| BOSRAC = Board of Supervisors Resource Advisory Council | FTB = Franchise Tax Board | Ppr = Paper |
| CAC = County Agricultural Commissioner | GC = Government Code | PW = Public Works |
| CAFR = Comprehensive Annual Financial Report | GIS = Geographical Information System | QC = Quarantine Certificate |
| Cal/EPA = California Environmental Protection Agency | H&SC = Health & Safety Code | R&TC = Revenue & Taxation Code |
| CAO = County Administrative Office | HHS = Health & Human Services | RFP = Request for Proposals |
| CCP = Code of Civil Procedure | HPRC = Historic Preservation Review Commission | RFQ = Request for Qualifications |
| CCR = California Code of Regulations | HQ = Headquarters | S = Scan |
| CDD = Community Development Department | HR = Human Resources | S-H = Streets & Highways Code |
| CDF = California Department of Forestry | HAS = Human Services Agency | SPCB = Structural Pest Control Board (Dept. of Consumer Affairs) |
| CDFA = California Department of Food & Agriculture | HUD = Housing & Urban Development | TAC = Technical Advisory Committee |
| CDFG = California Department of Fish & Game | I = Import | TGH = Tuolumne General Hospital |
| CDPR = California Department of Pesticide Regulations | IR = Investigation Requests | TOT = Transient Occupancy Tax |
| CEQA = California Environmental Quality Act | IRS = Internal Revenue Service | USDA = United States Department of Agriculture |
| CFR = Code of Federal Regulations | ISS = Information Services System | USEPA = United States Environmental Protection Agency |
| CHPR = Comprehensive Annual Reports | JPA = Joint Powers Authority | UST = Underground Storage Tanks |
| CIP = Capital Improvement Plan | LC = Labor Code | VC = Vehicle Code |
| COR = Change of Ownership | LLA = Lot Line Adjustments | W&IC = Welfare & Institutions Code |
| CRQ = Cash Receipts Quarterly | LPS = Lanterman-Petris-Short Act | WAM = Weights & Measures |
| CUPA = Certified Unified Program Agency | LSA = Lot Split Agreements | WH&S = Worker Health & Safety (CA Dept. of Pesticide Regulations) |
| DPR = California Department of Pesticide Regulations | M = Microfiche | |
| DPW = Department of Public Works | Mag = Computer magnetic media | |
| DSA = Deputy Sheriff's Association | Mfr = Microforms | |
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